**Information for Presenters**



**SYMPOSIUM AND ORAL PRESENTATIONS**

Oral presentation rooms will be equipped with a computer and a data projector.

Symposium talks must be either 15 minutes or 30 minutes in length, with 3 minutes for discussion. This time limit will be strictly enforced by session organizers to keep sessions in synchrony. Each symposium must include a discussion period at the end.

Full-length contributed oral presentations are limited to 15 minutes, which should comprise 12 minutes for actual presenting and 3 minutes for questions. This time limit will be strictly enforced by session moderators to keep concurrent sessions in synchrony.

**How to Upload Your Talk**

Presentations will NOT be uploaded in the individual session rooms. **All talks must be uploaded in advance of the congress or at least one day in advance of when the talk is scheduled in the Speaker Ready Room (Fyne Room)**. We strongly recommend that presenters upload their talk before arriving at the congress to avoid possible long wait times.

A technician will be available for assistance in the Speaker Ready Room. The room will be open during the following hours:

* Sunday (14 August): 11 am-5 pm
* Friday (15 August) – Monday (18 August) from 7:30 am – 3:00 pm

To upload in advance of the congress

You will need to access the FTP site of the convention center. To do this, you will need one of the following:

* Internet Explorer web browser
	+ For older versions of IE, you will get the message "To view this FTP site in File Explorer: press Alt, click **View**, and then click **Open FTP Site in File Explorer**." What this means is you have to access this directory using Windows Explorer.
	+ In the newer versions of IE you will have to click on "**Page**" top right and then click on " **Open FTP Site in File Explorer."** This will open a windows folder that will allow you to drag and drop the file into the correct folder. You will have to input the password details again.
* Firefox web browser with a FTP client extension add-on (e.g., FireFTP)
* FTP client (e.g., FileZilla, a free FTP client for all platforms: <https://filezilla-project.org/>)

To access the FTP site:

* Hostname: ftp://86.15.122.22
* Username: seccftptech
* Password: 5eccT3ch2014
* Double-click on the folder IMCC2014
	+ Locate the folder of the day of your presentation
	+ Double click on that folder to open it
	+ Upload your presentation into that folder. Please see below for instructions on how to name your presentation. You must follow these instructions or your presentation might not be transferred to the correct session

If you choose to upload your talk via the ftp site, please check-in at the Speaker Ready Room at least the day before your presentation to confirm that your talk has been received and that it opens correctly. This is especially important for presentations with video/audio clips and for presentations converted from a Mac.

To upload at the congress

All presentations must be uploaded in the Speaker Ready Room one day in advance. No talks will be uploaded in the individual session rooms. Please bring your presentation to the Speaker Ready Room during the hours of operation (see above) saved onto a thumb drive. A technician will be there to assist you, if needed. To ensure that your presentation gets uploaded to the correct session, please save your presentation as instructed below.

**How to Save your Presentation**

The conference will be using the standard 4 x 3 format for Microsoft PowerPoint slides. All presentations must be saved in this format. Presentation file names must include the day of your presentation, session ID, room name, and your surname as illustrated in the following examples:

18JUL\_C19\_Alsh\_Jones

15JUL\_SY15\_Lomond\_Smith

**SPEED PRESENTATIONS**

The speed presentation room will be equipped with a computer and a data projector.

Presenters will present their work as a four (4) minute speed-talk during the contributed presentation session on Saturday, 16 August. Please note: each speed talk is allotted 5-minutes to allow for transition to the next speaker but speakers will only have 4 minutes to present.

During the speed-talk, present key ideas and results, utilizing the full 4 minutes. There will be no time for discussion during your talk. Time will be set aside during each session for one-on-one discussions with delegates. The 4-minute time limit will be strictly observed.

**How to Upload Your Talk**

See above under SYMPOSIUM AND ORAL PRESENTATIONS

**How to Save your Presentation**

See above under SYMPOSIUM AND ORAL PRESENTATIONS

**POSTER PRESENTATIONS**

There will be a dedicated poster sessions on Friday, 15 August from 7:30 P.M. to 9:30 P.M. in the Exhibit Hall. Presenting authors are required to remain at their poster during the session.

All posters must be put up between 10:30 A.M. and 3:00 P.M. on 15 August and must be taken down by 5:30 P.M. on 17 August. Any posters that remain up after 5:30 P.M. on 187August will have to be removed and discarded.

**Poster Layout:** Please note that your poster must be limited to 42 inches (107 cm) wide by 36 inches (91.5 cm) tall (landscape orientation) in order to fit on the poster board. Posters will be assigned a number that will correspond to the appropriate day and board. Two posters will share one side of the poster board so please obey the size limitations.

The preferred method of creating a poster is using design or presentation software such as Microsoft PowerPoint or Adobe Pagemaker. These programs allow you to lay out the entire poster, including text and graphics, in a single file and then print it using a large, color printer (please note that all posters must be printed by the presenter; we will not be able to print posters on site).

Posters should be easy to understand and be readable from 3-4 feet (1-1.5m) away. The title should be printed across the top of the poster in characters of at least 84 pt. Author(s), and affiliation(s) should be at least 42 pt.

Subheadings should be at least 30 pt, and all text, including figures and tables, should be no smaller than 24 pt. Examples:

For more detailed suggestions on how to design an effective poster, please go to SCB's page on designing posters <<http://www.conbio.org/professional-development/advice-for-students/help-designing-posters>>

Another good resources on designing posters is: http://www.ncsu.edu/project/posters/NewSite/

**Drinks (cash bar) will be available during the session**.