



84TH MIDWEST FISH AND WILDLIFE CONFERENCE

January 28-31, 2024 | Sioux Falls, South Dakota

Habitat: Working Today to Benefit Tomorrow

ORAL PRESENTATION GUIDELINES

TIMING:

Oral presentations have been scheduled for 20 minutes each and **this includes time for Q & A**. Typically 15 minutes for presentations will allow time for questions and the transition between speakers. Each session will be assigned a moderator to assist with speaker transitions and to keep the sessions on schedule. Transition time between speakers will be very brief, so you are required to adhere to this schedule.

AV EQUIPMENT:

Each meeting room will be equipped with a data projector, wireless slide advancer, screen, and laptop with Windows 10 operating system and all Microsoft Office programs, Adobe reader, and Google Chrome, Firefox, and Edge for internet browsers.

Note: The conference will not support "Mac" computers or software. Mac users need to be sure their presentations are Windows or PowerPoint compatible.

IMPORTANT NOTE ABOUT MEETING ROOM SET UP:

There are built-in computers in each room, and you will advance your slides with a wireless keyboard from the podium. **NOTE:** You will not have presenter view and if you need access to your PowerPoint notes, please print ahead of time.

PRESENTER CHECK-IN ONSITE/SPEAKER READY ROOM:

- All presenters must drop off a copy of their presentation to the **Speaker Ready Room**.
- **Plan to arrive and check in here prior to your scheduled presentation time: for morning sessions, presentations must be loaded no later than 3:00 PM the day before; for afternoon sessions, no later than 10:00 AM the day of.**
- The Conference A/V Staff will distribute all presentations to the appropriate meeting rooms before the sessions begin. Please do not show up for your presentation expecting to be able to load your file onto the meeting room laptop at the last minute. We cannot guarantee that presentations will get properly uploaded if you wait until the start of your session.
- If you plan on using video or audio as part of your presentation, you must test your presentation on the conference computer. You should not plan on hyperlinking to a website to present video or audio; embed the content directly into your PowerPoint presentation.

*****UPLOADING TALKS: Bring your presentation to the conference on a flash drive clearly labelled in the following format: lastname_session (Example Jones_Symposium 2)**



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POSTER PRESENTATION GUIDELINES

The Poster Session & Tradeshow Social will be held on Monday, January 29 from 6:00 PM - 8:00 PM in Ballroom A/B in the Convention Center.

EQUIPMENT/POSTER SPECIFICATIONS

- Poster presenters will be provided with a 4' x 4' foam board.
- Posters will be assigned a # (for example: P-01). You will be asked to set up your poster on the board as indicated by this assignment. Push pins will be supplied.

TIMING:

- SET UP: Beginning on Monday you will be able to set up your poster; posters must be set up before the social begins on Monday evening.
- The Poster Session is scheduled for **Monday from 6:00 PM – 8:00 PM**. All presenting authors are expected to be at their poster during that time to discuss their work and answer any questions from attendees.
- TEAR DOWN: Please remove your poster **NO LATER THAN 10:30 AM** on Wednesday.
NOTE: If you do not remove your poster by this time, your poster will be discarded.

PRACTICAL TIPS ON DESIGN:

- Use large text. A recommended font size for your poster's title is 84 pt.
- Keep posters visual. Let graphics and images tell the story.
- An effective poster is a visual communication tool and will help you engage colleagues in conversation and get your main point across to as many people as possible, quickly.
- A great resource for preparing an effective poster is available at:

<https://sites.google.com/ncsu.edu/effective-posters/home?pli=1>

(Hess, GR, L Liegel, & K Tosney. 2022. Creating Effective Poster Presentations. URL=<https://go.ncsu.edu/posters>)