



## GUIDELINES FOR ORAL PRESENTATIONS

### PLEASE READ CAREFULLY TO ENSURE THE MOST EFFECTIVE DELIVERY OF YOUR PRESENTATION

The following guidelines were developed to ensure that your presentation goes exactly as planned with no technical difficulties. These guidelines accompany “INSTRUCTIONS FOR MODERATORS, SPEAKERS & ROOM MONITORS.”

1. **SYMPOsia and GENERAL SESSION** presentations are scheduled in 15-minute time blocks. **Each presentation is limited to 12 minutes plus 2 minutes for questions.** The remaining 1-minute allows enough time to transition to the next speaker. Note that you will not be able to extend your time should you have technical problems during your talk, so be prepared to give your presentation directly from your notes if needed. **Arrive at the Session at least 15-minutes before it begins to check-in with your Session Moderator.** (Moderators will be posted online as they confirm availability)

**Volunteer room monitors** in each room will hold up signs to indicate how much time **SPEAKERS** have remaining: For 15-minute presentations there will be a 10-minute warning (indicating you have 2 minutes left for your talk), 12-minute warning (indicating you have 2-mins left for questions) and a 14-minute STOP, to ensure 1-min transition time.

2. **FORUM presentation times vary.** The time limit for individual presentations within a forum is determined by the forum session organizer. Please ensure that you have communicated with the organizer about the time limit of your individual presentation.
3. **SPEED TALK** presentations will be a 5-minute talk, with 2 minutes of questions and 1 minute of transition time.
4. **You may not change the scheduled time or venue for your presentation.** This is to ensure that HCC participants can choose which presentations they want to attend and our student evaluation committee can attend all student presentations. A co-author may give your presentation in the event of your absence.
5. **HCC computers will be using Microsoft 365 at each podium in the presentation rooms. These computers do not have a CD/DVD drive. You will not be able to connect your own computer. If you use a Mac, please be sure to save your presentation in a compatible format.**
6. HCC computers will not have a live internet connection so live streaming or downloading will not be available.
7. Avoid using embedded audio or video if possible. If you do embed audio or video, please inform the Presentation Coordinator and Volunteers at the time you give them your presentation in order to ensure that the audio and video are linked when transferred to the HCC computers. Any video files that you will share needs to be in .mp4 format, .mov video files will not work.
8. Please label your PowerPoint presentation file as: **“Lastname\_firstname\_briefdescription.ppt”**

*Example: “Smith\_Tom\_invasive algae control.ppt”*

9. **Submitting your presentation:** Bring your presentation to the conference on a USB media storage device. **Upload your presentation to the computer located in the front of the room you are scheduled to present in. You must load your presentation to your designated room prior to your scheduled presentation. The rooms will be open Monday June 26<sup>th</sup> from 2-4pm and on Tuesday-Thursday in the morning starting at 7am, during the lunch breaks, and breaks between sessions.** To ensure timely and accurate upload, please check your presentation time in advance. The full agenda will be available at [www.hawaiiconservation.org/conference](http://www.hawaiiconservation.org/conference)  
**After you submit your presentation, it is considered final and no uploading of revised versions will be allowed.**

10. **During presentations:** When you arrive at your room to give your presentation, look for your designated MEDIA TEAM member near the podium. Your presentation will be loaded and ready to go in the right order. The MEDIA TEAM member will ensure everything is running correctly.

**Please be patient and refrain from distracting the team member. Please DO NOT click on any pop-up boxes. You should only have to use the arrow keys to change slides. The MEDIA team member will do the rest.** [SEP]

11. **Meeting Room A/V Set-Up:** a podium, podium microphone, screen, laser pointer, LCD projector, sometimes panel table and a computer loaded with the PowerPoint presentations for that session. [SEP]

## 12. Expectations During Conference-

**Check in with your session moderator and room volunteer at least 15 minutes before the beginning of your session.** We strongly suggest that you meet with your session moderator and volunteers to become familiar with the presentation instructions prior to giving your presentation. The moderator will introduce and close your presentation; however, you will be advancing your own slides. When presenting, you will be stationed at a podium with a laptop for you to view your presentation, while a projector will simultaneously project your slides.

All oral presentations are limited to 12 minutes with 2 minutes for Q&A. The remaining 1-minute allows enough time to transition to the next speaker. Under no circumstances may your presentation last longer than 12 minutes. The moderator will be aggressive in monitoring times. Please respect that. Room Volunteer will hold up signage to indicate 1 min warning to indicate the end of your presentation, one minute warning for the end of question period, and a STOP sign to indicate your presentation time is completed.

## TIPS FOR PREPARING PRESENTATIONS

### PowerPoint Presentations

- **Keep your visual aids simple.** Try to convey only one idea per table, figure, or title slide. Slides should be readable to the unaided eye. Keep text on slides restricted to 6 lines. Use Arial or Times New Roman fonts for all slides. This is to prevent problems with incorrect font/character substitutions that occur when presentations are prepared in fonts not available on the conference computers.
- **Use 28 point font or larger.**
- **Use appropriate colors for type and backgrounds.** Color combinations with pleasing contrasts are preferable. Do not use colors or images that you have never tested before in an actual presentation (i.e., don't assume that what you see on your computer will be what the audiences sees on the projected screen).
- **Test your presentation in advance** to avoid hardware and software conflicts. When you submit your presentation to the Presentation Team, you should test your presentation on the presentation laptop in the Speaker Ready room. Please limit your time on the presentation laptop in the speaker ready room because other presenters will be using it too. In addition to the presentation laptop, there will also be several open windows workstations you may use to changes if necessary (also located in the Speaker Ready room).

### Oral Presentations

- **Tailor your presentation to the audience as precisely as you can.**

The conference is attended by resource managers, scientists, educators, students, policy-makers and the general public. Scientific terms and acronyms specific to your discipline should either be avoided or explained in detail during your presentation. If you are presenting research results, please make sure you include the relevance of the research to overall conservation management efforts in Hawai'i.

- **Formulate your key messages.**

Put the spotlight on your message - make sure you are clear and concise about what you want the audience to know after your presentation. The more complicated the message, the higher the risk that no one will remember what you said and why you said it.

- **Keep to the time allotted.**

The schedules for oral presentations will be strictly enforced; therefore, practice your presentation beforehand to ensure that it does not exceed the allotted time. A 15-minute talk is roughly 6 typed pages (double-spaced, 12 pt. font, 1" margins) and no more than 20 single-message slides. Speed talks will be a 5 -minute talk, with 2 minutes for questions, and 1 minute forof transition time.