



# 'AUAMO KULEANA

## AMPLIFYING STRENGTH THROUGH BALANCE



#HICONCON2024



### **GUIDELINES FOR ORAL PRESENTATIONS**

*Inclusive of Oral, Symposia, Forums, Workshops, & Speed Talk presentations*

- **SYMPOSIA & GENERAL SESSION ORAL** presentations are scheduled in 15-minute time blocks. Each presentation is limited to 12-minutes plus 2-minutes for questions. **Arrive at the Session at least 15-minutes before it begins to check-in with your Session Moderator and test your presentation.**
  - Note: 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.

**Volunteer room monitors** in each room will hold up signs to indicate how much time speakers have remaining: For 12-minute presentations, there will be a 2-minute warning and a stop when you have reached the end of available presentation time and must conclude.

- **FORUM presentation times vary.** The time limit for individual presentations within a forum is determined by the forum session organizer. Please ensure you communicate with the organizer about the time limit of your individual presentation.
- **SPEED TALK** presentations will be a 5-minute talk, with 2-minutes of questions & 1-minute of transition time.
- **Submitting your presentation:** Bring your presentation to the conference on a USB media storage device. You can either upload any presentation files on Monday 7/29 between 11am -3pm at the registration table or directly to the computer in your presentation room during a break once the Conference has started.

Rooms will be open for speakers to upload presentations as follows:	
Monday 7/29	11:00- 3:00 PM <small>(11-2 HCC computer will be at check-in desk for uploads as the rooms are in transition)</small>
Tuesday 7/30	7:00- 8:30 AM 11:30 AM- 1:00 PM
Wednesday 7/31	7:00- 8:00 AM 12:00-1:00 PM
Thursday 8/1	7:00- 8:00 AM 12:00-1:00 PM

- PowerPoint files should be in **16:9** aspect ratio.
- Video files should be in **.mp4** format (.mov will not work)
  - Avoid using embedded audio or video if possible.
- Please label your presentation file: "Lastname\_firstname\_abstract#\_briefdescription.ppt"
  - *Example: "Smith\_Tom\_167\_invasive algae control.ppt"*
- To ensure a timely & accurate upload, please check your presentation time in advance. Full agenda is available at <https://www.hawaiiconservation.org/conference/2024-schedule/>.
- HCC computers will **not have an internet connection** so live streaming or downloading will **not** be available.
- HCC computers will be PS's using Microsoft software at each podium in the presentation rooms. These computers do not have a CD/DVD drive. You cannot connect to your own computer so please ensure you have a USB media storage device.
  - If you use a Mac, please be sure to save your presentation in a compatible format & that your USB media storage device formatted as either **FAT32** or **exFAT** to ensure you can transfer the file appropriately across operating systems.

- **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, & our student evaluation committee can attend all student presentations. A co-author may give your presentation in the event of your absence.
- **During presentations:** When you arrive at your room to give your presentation, look for your moderator to confirm your arrival. We strongly recommend arriving at least 15 minutes prior to the start of your session to meet your moderator and test your slides.
- **Meeting Room A/V Set-Up:** a podium, podium microphone, screen, laser pointer, LCD projector, sometimes panel table & a computer loaded with the PowerPoint presentations for that session.
- **Expectations During Conference:** Check-in with your session moderator & room volunteer at least 15-minutes before the beginning of your session. We strongly suggest you meet with your session moderator & volunteers to become familiar with the presentation instructions before giving your presentation. The moderator will introduce & 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.