



**INSTRUCTIONS FOR PRESENTATIONS FORMATS**

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

- **SYMPOSLIA & GENERAL SESSION ORAL** presentations are 15-minutes long, with 12-minutes for presentation and 2-minutes for questions, 1-minute of transition time. **Arrive 15-minutes early to check-in with Session Moderator and test your presentation.**
  - No extra time is granted, including for technical issues, be well prepared
  - Volunteer room monitors will display signs showing time remaining for speakers, with a 2-minute warning for 12-minute presentations and a stop indicating you must conclude promptly and end your presentation.
- **FORUM presentation times vary.** Time is set by the forum organizer, confirm your time limit with them.
- **SPEED TALK** presentations are 5-minutes talk, with 2-minutes for questions & 1-minute of transition time.
- **Bringing your presentation on a USB storage device:** you may upload any presentation files directly to the room computer into designated day/session folder on desktop view, click into the day you present and find your session. Presentations must be uploaded only during a break once the Conference has started.

Rooms will be open for speakers to upload presentations as follows:

Monday 7/21	11:00 AM – 4:00 PM* <i>* Presentation upload computer will be at check-in desk for uploads as the rooms are being set-up</i>
Tuesday 7/22	7:00 – 8:30 AM* 11:30 AM – 12:45 PM* <i>* Room 315 will be closed the entire morning and will open at 12pm for presentation uploads</i>
Wednesday 7/23	7:00 – 8:00 AM 12:00 – 12:45 PM
Thursday 7/24	7:00 – 8:00 AM 12:00 – 12:45 PM

- PowerPoint files should be in **16:9** aspect ratio.
- Video files should be in **.mp4** format (.mov will not work)
  - Avoid embedded audio or video **it will not play/work during presentation.**
- 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.
- HCC presentation computers in rooms are Windows PCs **without; CD/DVD drives, or internet connection** (no live streaming/downloading available). **Use USB for upload.** USB will not be provided to transfer to room computers.
  - Mac users, save in a compatible format **FAT32 or exFAT** USB.
- **You cannot change the presentation time or location.** HCC participants must be able to choose presentations they want to attend & for our student evaluation committee to attend all student

presentations. Co-author can present if absent.

- **During presentations:** Arrive 15 minutes early to meet the moderator, confirm arrival, and test slides before your presentation.
- **Meeting Room A/V Set-Up includes:** microphone, podium, screen, projector, computer, and laser pointer.
  - Except for the 'Aha room (microphone only, no exceptions)
- **Expectations During Conference: Your presentation should already be uploaded to desktop prior to check-in to your general session (see above allowed times).** Check-in with the session moderator in your presentation room 15-minutes before your session to familiarize yourself with presentation instructions and volunteers. Once the presenter exits the stage before you, please make your way to the podium to open your presentation while the moderator is reading your bio. Begin once the moderator finishes. You will be advancing your own slides. The room computer will project your slides simultaneously.

## **PRESENTATION RECOMMENDATIONS & TIPS**

### **PowerPoint Presentations**

- **Keep your visual aids simple.** Try to convey only one idea per table, figure, or slide. Slides should be readable to the unaided eye. Keep text on slides restricted to 6 lines, use Arial or Times New Roman fonts to prevent issues with font/character substitutions on conference computers.
- **Slides/ Graphics**
  - Use 28-point font or larger.
  - Slides (PowerPoint / Keynote) – Must be 16:9 Aspect Ratio
  - Video files should be in **.mp4** format (.mov will not work)
    - Avoid embedded audio or video, **it will not play/work during presentation.**
  - Resolution: 1920x1080 pixels
  - Use appropriate colors for type & backgrounds.
    - The higher the contrast the better, as the rooms at the convention center can be bright and the screens are not always easy to read. Do not use colors or images you have never tested before in a presentation.

### **Oral Presentations**

- **Tailor your presentation to the audience as precisely as you can.** The conference is attended by resource managers, scientists, educators, students, policymakers & general public. Scientific terms & acronyms specific to your discipline should be avoided or explained in detail during your presentation. If you are presenting research results, please 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 & concise about what you want the audience to know. The more complicated the message, the higher the risk that no one will remember what you said & why you said it, post-presentation.
- **Keep to the time allotted.** The schedules for oral presentations will be strictly enforced; practice your presentation to ensure it does not exceed allotted times. A 15-minute talk is roughly 6 typed pages (double-spaced, 12 pt. font, 1" margins) & no more than 20 single-message slides.