



HCC 2026 Presenter Instructions

Mahalo for being part of the Hawai'i Conservation Conference. Please review the key presentation details below.

Before You Arrive

- **Bring your presentation on a USB drive (USBs will not be provided).** Please keep with you until the presentation is over to ensure no hiccups.
- Mac users: use FAT32 or ex: FAT format
- **Save slides in 16:9 aspect ratio**
- Videos must be .mp4 (.mov will not work)
- Avoid embedded audio or video (it will not play/work during presentation).
- File name format:
Abstract#_LastName_FirstName_4WordTitleDescription.ppt

Presentation Timing & Why it Matters

- Presentation must fit the time allocated
- Multiple concurrent sessions rely on smooth transitions
- Student judging requires equal presentation time
- Fairness and respect for all presenters
- Keeps volunteers, attendees, and breaks on schedule

Format	Present	Q & A	Transition	Total
Individual Oral/ Symposiums	12 min	2 min	1 min	15 min
Speed Talk	5 min	2 min	1 min	8 min
Forum	Timing varies — confirm with your organizer. Moderator/timekeeper will NOT be provided			
‘Aha	Timing varies — confirm with your organizer. Moderator/timekeeper will NOT be provided			
Workshop	Timing varies — confirm with your organizer. Moderator/timekeeper will NOT be provided			
Training	Timing varies — confirm with your organizer. Moderator/timekeeper will NOT be provided			
Poster	Please see Poster Presenter Instructions			

Uploading Your Presentation

- Upload directly to the room computer, save to the correct **day/session folder** on the desktop, you may test your presentation.
- Upload only during designated upload times or conference breaks



- **Please know your presentation time and room/property in advance.** Rooms are spread between Sheraton and Royal Hawaiian Properties (3 min walk)
- **Reserved rooms** during lunch will not be available to upload presentations. Please check conference schedule

Monday 7/13	11:00 AM – 3:00 PM - Presentation upload computer will be at check-in desk for uploads as the rooms are being set-up, please check in with WEP or HCA staff.
Tuesday 7/14	7:00 AM – 8:15 AM Lunch: 12:15 PM – 1:45 PM. Reserved rooms during lunch are not available during lunch, please check oxford conference schedule.
Wednesday 7/15	8:00 AM – 8:45 AM Lunch: 1:15 PM – 2:45 PM. Reserved rooms during lunch are not available during lunch, please check oxford conference schedule.
Thursday 7/16	8:00 AM – 8:45 AM Lunch: 12:45 PM – 2:15 PM. Reserved rooms during lunch are not available during lunch, please check oxford conference schedule.

Day of Your Presentation

- Arrive **15 minutes early** and sit at the front of the room, check in with the Session Moderator, and identify the WEP timekeeper.
- Move to the podium as the previous presenter finishes. As the moderator introduces, you open your presentation. The room computer will project your slides simultaneously.
- Begin after the moderator completes your introduction
- You will advance your own slides
- You will have a 2-min warning sign, 1-minute warning sign, and a STOP. To being Q&A. **The moderator will interrupt you if you go over time.**

Presenter Important Notes

- Time limits are strictly enforced
- No extra time is given, including technical issues. Please test your presentation prior.
- Volunteer room monitors will provide time warnings and indicate when to stop. (2-min warning sign, 1-minute warning sign, and a STOP. To being Q&A). **The moderator will interrupt you if you go over time.**
- Presentation time and location cannot be changed
- Co-authors may present if needed
- Forum/Workshop/Training/'Aha - session moderators/timekeepers **will not** be provided

Room A/V Set-Up

- Computer (Windows PC, no internet access), projector, screen, podium, microphone.
- **'Aha Room:** Microphone only (no screen or projector), **'Aha organizers, you can move chairs and are required to return chairs to original format ending session.**

Presentation Tips



- Use **28-point font or larger**
- Keep slides simple and readable
- Limit text (no more than ~6 lines per slide)
- Use clear, high-contrast colors
- Resolution: **1920 x 1080 pixels**
- Use standard fonts (Arial or Times New Roman)
- Use appropriate colors for type & backgrounds.