

## 2009 Hawaii Conservation Conference Guidelines for Oral Presentations

### General Guidelines

These guidelines have been developed in order to assure that your presentation goes exactly as planned with no technical difficulties.

- Symposia and concurrent session presentations are scheduled in 20 minute time blocks. Each presentation is limited to 15 minutes plus 3 minutes for questions. The remaining 2 minutes 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. The time limit for oral presentations at forums and workshops is determined by the session organizer. Please ensure that you have communicated with the organizer about the time limit of your individual presentation.
- **You may not change the time or venue for your presentation.** This is to ensure that HCC participants can choose which presentations they want to attend, and so that our student evaluation committee can attend all student presentations.
- All PowerPoint presentations will be run on HCC computers which will be running Windows XP Professional. **Presenters will not be allowed to connect their own computers to HCC equipment.** There will be no Macintosh computers available. There will be no exceptions. If you cannot create your presentation on this same version of Windows, please test it using this version before submitting it.
- Prepare your presentation on a single PowerPoint file to run on an IBM-compatible computer with Microsoft Office XP (or more recent version). This program will run PowerPoint 2003 and all previous versions of PowerPoint. Save your file as a normal PowerPoint file (.ppt). Do not save your file as a PowerPoint Show (.pps) file.
- Avoid using imbedded audio or video if possible. If you do imbed audio or video, please inform the Presentation Coordinator and Volunteers at the time you give them your presentation in order to assure that the audio and video are linked when transferred to the HCC computers.
- Please label your PowerPoint presentation file "abstract number\_your last name.ppt".  
Example: **0001\_Smith.ppt**
- Bring your presentation to the conference on a USB media storage device.
- All presentations must be submitted to the HCC Presentation Coordinator **no later than the day prior to your scheduled presentation.**
- The Presentation Coordinator will be collecting presentations during the poster set-up on **Monday, July 27 between 2-7 p.m.** (near the registration area). If you are not available during this time, go to the registration desk **by 7:30 a.m. on the day of your presentation** and you will be directed where to upload your presentation. After you submit your presentation, it will be considered final and no uploading of revised versions will be allowed.
- There will also be a designated USB media storage collection box at the registration station. You will be provided with labels and individual ziplock bags for your USB device. After the HCC Presentation Coordinator has loaded and tested your presentation, your device will be returned to the registration station. Please do not leave irreplaceable or secured data with HCC Volunteers or Staff.

Meeting rooms will be set up with a podium, podium microphone, screen, laser pointer, LCD projector and a computer loaded with the PowerPoint presentations for that session.

## Tips for Preparing and Making Oral Presentations

### □ **Producing PowerPoint Graphics**

Remember to 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.

BIG IS BEAUTIFUL and easy to read when speaking in a large room. Use **24** point font or larger. Also remember to 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 audience sees on the projected screen).

### □ **Presentation**

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. Remember to keep your presentation simple so as to avoid hardware and software conflicts.

### □ **Tailor your presentation to the audience as precisely as you can**

The conference is attended by resource managers, scientists, educators, students, policymakers 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. Prepare sufficiently for a 15 minute presentation. A 15 minute talk is roughly 6 typed pages (double-spaced, 12 pt. font, 1" margins) and no more than 20 single-message slides.

### □ **At the Conference**

Check in with your session moderator at least 15 minutes before the commencement of your session. We strongly suggest that you meet with your session moderator and presentation volunteers and become familiar with the room prior to giving your presentation. A presentation volunteer will open and close your presentation for you; 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.

We strongly encourage you to print a hard copy of your presentation in the event of technical difficulties.

All symposia oral presentations are limited to 15 minutes plus 3 minutes for questions. Under no circumstances may your presentation last longer than 18 minutes. The moderator will be aggressive in monitoring times. Please respect that. The 3 minute question period also allows people time to move between session rooms.