

Oral Presentation Guidelines*

General Instructions

- Presentations are scheduled in 15-minute blocks, allowing for a 12-minute talk, followed by a 3-minute question and answer period. The moderator will notify you when your presentation reaches 12 minutes. You will be asked to leave the podium at 15 minutes.
- Presentations must start and end on time, with no exceptions. Rehearse your talk before the meeting to be sure that it does not exceed the allotted time.
- Oral presentations should contain: introduction, objectives, methods, results, conclusions/implications. Objectives should be clearly stated. Avoid unnecessary detail in methods unless the methodology is the central topic of your talk. Primarily discuss the results and conclusions. Conclusions should relate back to the objectives.

Presentation File Format and Name

- All presentations must be Microsoft PowerPoint 2003 on the PC or Mac platform.
- Please follow the file name convention: Surname_Date_PresentationTime.ppt (e.g., Smith_Sept1_1315.ppt), where time of the talk is specified using military format.
- If your presentation includes video or audio files, they will not work if they have not been copied onto the presentation laptop computer. Therefore, please ensure to submit copies of the videos and animations when you submit your presentation.
- Do not use online hyperlinks in your presentation as there will be no external internet connectivity.

Submitting Your Presentation

- Speakers should deliver a copy of their presentation on a USB memory stick to the McCune A/V staff onsite well in advance of their presentation time. Morning presentations should be submitted by 5:00 p.m. on the day before the presentation, and afternoon presentations by 11:00 a.m. on the presentation day. An exception exists for speakers presenting Monday afternoon. Monday afternoon presentations must be submitted by 1:00 p.m. Monday.
- Speakers will **not** be allowed to load presentations directly onto in-session computers **nor** will they be allowed to use personal laptops.

* Adapted from American Fisheries Society Oral Presentation Guidelines