



Presenter Guidance

1. Guidance for Podium Presentations

- Plan on 15 minutes for your talk, with a few minutes for questions at the end
 - 12-15 slides is advisable
- All written material must be of adequate size to be clearly visible
- Presentations cannot suggest commercialism
- The screen is the 16:9 ratio in Blakely/Cypress, and 4:3 ratio in Lopez/Pender and Saturna/Saltspring, though talks in either ratio can work in all rooms.
- Please make sure your title slide and/or ending slide have your email address in case observers want to follow up with you
- Email your talk to Marissa Baker (bakermg@uw.edu) by Wednesday January 9 at 4pm Pacific time. Or...
- Bring your talk on a USB stick with all files embedded to the conference, and arrive to your session early enough to upload it to the provided laptop
- Each room will have a microphone, screen projector, laptop, speakers, and wireless pointer/clicker. If additional AV is needed please ask, though we may not be able to accommodate your request
- Arrive at your session room in advance of the session to introduce yourself to the Chair. Your presentation must run within your allocated time or you will be cut-off. A time-keeper will be present.

2. Guidance for Posters

If you already have a poster printed that you will be bringing, there is no need to re-print it to follow the below guidelines. If you are making a new poster, please follow the below guidelines if possible:

- If you are printing a new poster, please make it in the vertical orientation—this ensures there is ample room to hang all posters
- Poster should be made to A0 size in portrait layout, 1189 mm high x 841 mm wide (48 inches high x 33 inches wide). Font size should be sufficient to be read at a distance of at least 1 meter (3 feet).

- When you check in for the conference, you will be given a number and supplies will be available to hang your poster. Find your number on the wall in the main ballroom of the conference and hang your poster.
- We are asking you to hang your poster **before 10:30am on Thursday January 10**; or wait for a break on January 10 if you are arriving later in the day
- **You are asked to be standing at your poster on Thursday January 10 between 6:15-7:15pm**
- Please remove your poster at conference close; all posters remaining will be recycled

3. Guidance for Ignite Presentations

Please remember you are only given 5 minutes for this presentation, and timing will be strictly adhered to!

- We would like all of the Ignite presentations to be created using the following criteria to ensure they only take five minutes:
 - Please use 20 slides
 - Set the slides to auto-advance every 15 sections (in PowerPoint, click on the Transitions Tab at the top, then at the far right under “Advance Slide” check the box next to “After” and then put in 00.15.00 (15 seconds)
 - The following websites provide information and examples of presentations:
 - <http://igniteshow.com/howto>
 - <https://www.cste.org/page/2018WestOnPres> (This site has links to WestON presentations, including Ignite presentations, from the 2018 WestON meeting. The first 5 are full length talks, but the next 7 are Ignite presentations with others sprinkled in. Look for the talks that are only 20 slides as examples.)
 - Email your presentation to Marissa Baker (bakermg@uw.edu) by Wednesday January 9 at 5pm so we can ensure they are in the proper format. If you bring it to the conference on a USB drive, we will check to ensure the slides have timings on them prior to the session starting.
 - The screens are a 16:9 ratio, though presentations in either orientation will work fine. (See additional guidance on the following page)

- Additional guidance:
 - Figure out your main point. Learn how to say your main point in 15 seconds. Someone who hears your presentation should be able to say, “I just heard a presentation about (insert your 15 seconds here).”
 - For results section: In 15 seconds, you can say probably 3-4 numbers – (ex. % gender, % race or age, and either 2-3 most common industries or occupations)
 - Tables don’t work on a 15 second slide – keep only the numbers you will be able to say in the 15-30 seconds
 - **Timing:** If it takes more than 15 seconds to say a point, you can be sneaky and duplicate the slide so it stays up for 30 seconds. Or you can break up the point into two different slides.
 - If you have less than 15 seconds of spoken information for a slide, take a deep breath, and maybe start talking about the next slide. This gives you the opportunity to have the next slide as a visual “punchline.”