

## Presenter Guidance

### 1. Guidance for Podium Presentations

- Total time for your talk is 15 minutes. Plan on 10-12 minutes for your talk to allow for a few minutes for questions at the end. 10-13 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.
- Either email your final presentation to Lindsay Pysson ([lmumm@uw.edu](mailto:lmumm@uw.edu)) by **Wednesday, January 4 at 4:00pm** or bring your talk on a USB drive 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 screen, projector, laptop, and wireless pointer/clicker.
- 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 timekeeper 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, staff will give you a number, supplies and instructions on where to hang your poster. Find your number on the wall and hang your poster next to your number.
- We are asking you to hang your poster **before 11:30am on Thursday, January 5**; or wait for a break on January 5 if you are arriving later in the day.
- **Plan to stand at your poster on Thursday, January 5 between 6:00-7:00pm.**
- Please remove your poster at conference close; all posters remaining will be recycled.

### 3. Guidance for Ignite Presentations

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

- This [website](#) provides information and examples of Ignite presentations. Feel free to use as many or as few slides as you wish, as long as you stick to the 5-minute time limit.
- 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)."
- Email your presentation to Lindsay Pysson ([lmumm@uw.edu](mailto:lmumm@uw.edu)) by **Wednesday, January 4 at 4:00pm** AND bring it to the conference on a USB drive.
- The screens are a 16:9 ratio.