

10th AMERICAN WOODCOCK SYMPOSIUM PRESENTER GUIDELINES^a

General Guidelines

1. Presentations may only be given as Microsoft PowerPoint presentations. No other audiovisual medium (e.g., slide, video, or overhead) or software is allowed.
2. Prepare your presentation as a single PowerPoint file to run on an IBM compatible computer with **Microsoft Office 2003** (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.
3. All presentations must run on the Windows operating system. Symposium computers will run on Windows XP Professional. If at all possible, please create your presentation on the same version of Windows or at least test it on this version before submitting it. Otherwise errors may occur in your presentation at the symposium.
4. Any video clips must be *.mpg or *.avi. No other format will be accepted. Save the video clip and your presentation on the same CD-ROM or USB media storage device; both will need to be uploaded onto the symposium computer.
5. Please bring one copy of your presentation to the symposium on a CD-ROM or USB media storage device to present to the symposium organizers for loading onto the symposium computer. Bring another copy to be used as a backup by you and the symposium organizers, if required. Make sure your CD-ROM or presentation file is properly labeled with your name, presentation day, and time. As an additional backup measure, save an extra copy of your presentation on your own web-accessible local server.
6. Symposium organizers will load all presentations on symposium computers. **Loading will occur from 6:00 to 7:30 p.m. each evening.** You may drop off your presentation on the first night of the symposium. If you do not drop off your presentation early, you **MUST** deliver your presentation the **evening BEFORE** your presentation. You will need to bring your presentation to the Administration Building at the Ralph A. MacMullan Conference Center during this designated time. Presenters will NOT be allowed to use their own laptop computers. MacIntosh computers will NOT be available.
7. All presenters will be given the opportunity to check their presentations on-site, before their presentation time. You are encouraged to review your presentation after it has been loaded onto a symposium computer, especially if it has any special or technically complex elements. If you desire a practice session, please email Jennifer Kleitch or Valerie Frawley at DNR-WoodcockSymposium@michigan.gov to schedule a time.
8. Remember your presentation is limited to 15 minutes plus 5 minutes for questions. You will not be able to extend your time if you have technical problems during your talk.
9. The moderator, not the speaker, asks for questions from the audience.

^a Adapted from *The Wildlife Society Guidelines for Oral Presentations* and used with permission.

10. Please check in with your moderator on the day of your presentation at one of the following times:

Talks presented:

Before the AM break
After the AM break but before lunch
After lunch but before PM break
After the PM break

Contact your moderator:

Before the first presentation of the AM
During the AM break
Before the first presentation of the PM
During the PM break

Moderators have been instructed to be in the session room at least 10 minutes before the session is to start. Please be sure to check in with them as soon as possible to confirm your attendance at the meeting.

Advice on Production of Powerpoint Graphics

1. Keep visual aids simple. Convey only one idea per table, figure, or title slide. Figures from publications, theses, or dissertations normally do not make good PowerPoint slides. Too much detail detracts from the primary message of the slide. Use appropriate blank space.
2. Slides should be readable to the unaided eye. You will be speaking in a large room. Text on title slides should be restricted to 7 lines. BIG IS BEAUTIFUL and easy to read.
3. Use appropriate and compatible colors for type and backgrounds; don't be exotic. Avoid white backgrounds. Color combinations with pleasing contrasts are preferable. Examples of suggested combinations are: white or yellow type on a blue background, and yellow type on a green background. Do not use colors you have not tested before. Avoid dark slides and overly dark backgrounds. Remember that color blind people cannot distinguish between red and green.
4. Simple typefaces are preferable to fancy fonts. Bold type may be effective on title slides.
5. Slides of scenes or organisms should clearly show what you want the audience to see.

Advice on Production of PowerPoint Presentations

1. Do all cropping of images in an image processing package, NOT PowerPoint. Save the cropped image as an external file and then insert the image into your presentation. We suggest saving image files in Portable Network Graphics format as the most space efficient and easiest to use format in PowerPoint presentations. If possible, reduce the resolution of pictures. Resolutions greater than 120 dpi do not improve the projected image, but do bloat file size and slow presentation loading time.
2. Use Arial or Times New Roman fonts for all slides. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers. If you must use fonts other than Arial or Times New Roman, EMBED them in your presentation when saving it as follows: (a) in the 'File' menu, click 'Save As'; (b) in the 'Save As' window, click 'Tools'; (c) in the 'Tools' menu click 'Embed TrueType Fonts'. You can embed any TrueType font that comes with Windows. Other TrueType fonts can be embedded only if they have no license restrictions. If a font can't be embedded (for example, it's not marked as being editable or installable), a message appears to tell you why. Saving a presentation with embedded fonts increases the file size of your presentation.

3. Keep your presentation as simple as possible to avoid hardware and software conflicts. Audio and video files, animated text, animated figures, superscripts, and subscripts cause most of the problems.
 4. Check to be sure you are using the correct version of PowerPoint and Windows. See General Guidelines 2 and 3, above.
 5. Complicated presentations may not display the same way on the symposium computer as on your own computer. If at all possible, review your presentation on the symposium computer prior to your talk.
6. You might find the following site helpful in answering your PowerPoint questions:
<http://www.computertips.com/Microsoftoffice/MsPowerPoint/aheader.htm>