

Oral Presentation Guidelines

Submission Instructions

- Presentations are allotted 20 minutes (15 minutes for presentation and 5 minutes for questions and transitioning)
- Widescreen (16:9) presentation format is recommended. Standard (4:3) format is also acceptable.
- The session chairs will closely monitor the timing of presentations to keep parallel sessions synchronized
- Presentation files can be deleted immediately following the session upon request
- Presenters will have access to a podium equipped with a reading light, laptop controls, stationary and wireless microphones, and a laser pointer
- Presenters should have a separate hardcopy of their notes if needed. PowerPoint notes will not be available as the laptop screen is duplicated to the main screen.
- Presenters are encouraged to introduce themselves to their session chairpersons and familiarize themselves with the presentation area before their session

Tips for Successful Presentations

- **Videos** - Do not embed videos in your presentation. Link to the video file from PowerPoint and include the associated video file (*e.g.*, avi, mpeg). Advise [Kelly Pierce](#) a day ahead of your presentation of any videos so that the functionality can be verified.
- **Pictures** - Use 'Insert Picture' to include images in your presentation. Copy/Paste greatly increases your presentation's file size, which may affect functionality.
- **Symbols/Unconventional Fonts** - Embed symbols and unique fonts in PowerPoint by selecting 'File--Options--Save--Embed fonts in the file'.
- **Mac Users** - Save your presentation as a PowerPoint 2019 File (*.pptx or *.ppsx). Please check your presentation on a PC before submission. Speakers may not use their laptops.
- Contact [Kelly Pierce](#), Technical Coordinator, with questions about your presentation.

Presentation Instructions

- Speakers must submit their presentation ONE DAY before their session.
- Presentations scheduled before 10 am must submit their files the day before.
- Personal laptops may not be used.
- File Name: 'presentation time_last name' (*e.g.*, 1420_Sandeman.pptx)
- PowerPoint 2019 (or older) and PDF presentations will be accepted.
- Presentation submission options:

Prior to the Geoscience Forum – Submit your presentation to [Kelly Pierce](#) by email (smaller than 15MB) or provide a Dropbox or Google Drive link.

During the Geoscience Forum – Tuesday to Thursday submit your presentation to [Kelly Pierce](#) outside of Theatre 1 at the Capitol Theatre.

Poster Presentation Guidelines

The poster session is designed to provide an opportunity for informal presentation and discussion of your work. Students giving a soapbox talk will do so during a designated time slot during the poster session (more below). Poster presenters must be registered attendees at the conference.

NOTE: Maximum poster size this year is 105 cm by 105 cm (much smaller than in previous years!). Please ensure your poster does not encroach on someone else's space or overlap the edges of the board. Some additional critical information:

- Posters must be set up at the Capitol Theatre by 10:00 am Tuesday, November 15 and remain up until at least 1:00 pm Thursday, November 17.
- A numbered key to poster title/ presenter and a map showing where to hang your poster will be posted in the Capitol Theatre lobby.
- **Poster presenters are required to be present at their posters during the poster session, which is Wednesday, November 16 from 3:20 to 4:20 pm.**
- **Soapbox talks will be in Theatre 2 & 3 from 1:00 to 2:00 pm.**
- Poster boards are:
 - Black
 - Felt-covered - suitable for Velcro, not suitable for pins.Please bring velcro tape to mount your poster (we might have some available)

Soapbox-Talk Presenters

Students who are presenting a poster have the option to give a soapbox talk – a scheduled 3-5 min oral presentation with their poster as a single presentation slide projected on the screen in the theatre.

Soapbox talks will be in Theatre 2 & 3 from 1:00 to 2:00 pm. The scheduled order of talks is available on the Forum website, Presentation Program page, <https://event.fourwaves.com/ygf-2022/schedule>.

A single slide of your entire poster will be projected on the screen for you to refer to. Please bring a digital copy of your poster in PDF format on a USB drive. This must be given to NTGS staff at the Talk Drop-off location outside Theatre 1 by 11:00 am Wednesday (preferably earlier).

Talks will be given in order beginning at 1:00 pm. Please be in the theatre prior to 1:00 pm, sit at the front of the theatre, and remain until you have finished your presentation.

Remember, no one knows more about your work than you do, and other people will be curious about it. Relax and enjoy yourself!