



Presentation Guidelines

International Association for Great Lakes Research
60th Annual Conference on Great Lakes Research
May 15–19, 2017

Oral Presentation Guidelines

All presentation slots are 20 minutes in duration and are strictly enforced. Presentations should be at most 15 minutes in length, leaving the remaining time for questions and the transition to the next speaker. An LCD projector and dedicated computer will be in each of the session rooms. Presenters may not use their own laptops.

Uploading Presentations

We highly encourage speakers to upload their presentation PRIOR to their arrival at the conference. We have set up an IAGLR Dropbox to receive the presentations, organized by presentation day/date as follows. Please be sure to upload your presentation to the day that matches your assigned presentation time!

Tuesday, May 16: <https://goo.gl/BQkuXM>

Wednesday, May 17: <https://goo.gl/NZfoT5>

Thursday, May 18: <https://goo.gl/0um7Vr>

Friday, May 19: <https://goo.gl/CgISG1>

Plenary Presentations: <https://www.dropbox.com/request/KusF8Mn8ENMYYqiMkYyE>

Please label your presentation file as follows: **Day_RoomNumber_HHMM_FirstInitialLastname**

(e.g., for a presentation Wednesday, May 17, in Cobo 250C at 10:20 a.m. by Joe Smith: your file name should be Wed_250C_1020_JSmith). You can verify the day, room number and time of your presentation by visiting the program page on the conference website at <http://iaglr.org/conference/abstracts/listsession.php>.

Important reminders:

- Please be sure to name your file correctly on your hard drive BEFORE you attempt to upload it to DropBox.
- You do not need to have a Dropbox account to upload files.
- Once files are uploaded, they cannot be edited! If you need to replace the file, another can be uploaded.
- You will receive a confirmation email from Dropbox to verify that your file upload was successful.

If you absolutely need to upload your presentation onsite, please bring it on a USB flash drive to the technical help desk (located around the corner from the registration area in the Cobo River Atrium) between the hours of 4-8 p.m. on Monday, 7:30 a.m.-5 p.m. Tuesday-Thursday, and 7:30-9 a.m. Friday. Volunteers will be available to assist with the uploading. **Presentations must be uploaded at least 60 minutes prior to the start of your session and preferably in advance of the conference.**

Presentations and posters are the property of the presenter. We do not encourage any recording of oral or poster presentations, and we urge you to respect intellectual property by seeking permission of the presenter and by providing due credit if you wish to record images.



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Poster Presentation Guidelines

The poster session will take place on the evening of **Wednesday, May 17**, in the Cobo River Atrium from **6:00 p.m. to 8:00 p.m.** Presenters can begin mounting their poster in their assigned space after lunch on Tuesday and Wednesday. Mounting must be completed before 4:30 p.m. Wednesday and we encourage presenters to leave their posters up as long as possible. Posters need to be removed by noon on Friday, May 19.

Mounting Your Poster

Each poster board will have an area of either 4' x 6' (122 cm x 183 cm) or 4' x 8' (122 cm x 244 cm). These measurements are height x width. **Landscape format posters that are 4' tall x 6' wide are recommended.** All poster material must be confined to the space provided. Poster boards will be organized by themes. Posters will be hung with poster clips, which will be provided. Student volunteers will be present in the poster area to assist between 1:30 p.m. and 4:30 p.m. on Tuesday and Wednesday. Presenters are expected to tend their poster during the evening poster session to answer questions. This is especially important for student presenters who are candidates for the Best Student Poster IAGLR-HydroLab Award.

Poster Awards

In addition to the Best Student Poster IAGLR-HydroLab Award, we're recognizing great posters with several new awards. All poster presenters are eligible. Make sure to pick up your ballot onsite at the poster session and vote!

- **Graphic Design Award:** For effective and artistic design for conveying scientific information
- **Information Impact Award:** For best use of minimal and informative text to convey a clear message
- **Science Communication Award:** For effective science translation to both scientific and public audiences
- **People's Choice Award:** For most popular poster as voted by session attendees

How to Make an Amazing Poster

Remember that few people will stop to read a verbose and complicated poster. Effective posters **use bullet points** with minimal words, **provide meaningful images and pictures** that convey far more than words can, and **present data in simple and straightforward figures** that emphasize the main (bulleted points). For additional advice on making an effective poster, check out <http://www.esf.edu/outreach/esfhs/summit/documents/ScientificPostersREV.pdf>