

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 Windows laptop 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 AND to bring a backup copy of your presentation to your session on a jump drive. 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!

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

(e.g., for a presentation Thursday, May 11, in Varley at 10:20 a.m. by Tim Johnson: your file name should be THU_Varley_1020_TJohnson). You can verify the day, room name and time of your presentation by visiting the program calendar page at <https://iaglr.confex.com/iaglr/2023/meetingapp.cgi/ModuleProgramBook/0>.

- **Tuesday, May 9:** <https://www.dropbox.com/request/2r8bv80Efe376GeRyzG4>
- **Wednesday, May 10:** <https://www.dropbox.com/request/VBomYh2uxNIVIZq08vaN>
- **Thursday, May 11:** <https://www.dropbox.com/request/f5MTyDPKMgv0UqSJiDVq>
- **Friday, May 12:** <https://www.dropbox.com/request/hDs1uqCtYT3IfIR2P4Mz>
- **Plenary Presentations:** <https://www.dropbox.com/request/vTq42rXeUQijRq8Emsv9>

Important Reminders

- 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. The most recently uploaded file will be used.
- You will receive a confirmation email from Dropbox to verify that your file upload was successful.
- **Please include the Twitter icon on your opening slide to let people know they can share your work on social media.** Attendees will be asked to refrain from sharing presentations (via photos, videos, or audio) without this icon. If giving consent, consider including your social media handles to facilitate attributing your work.
- If you absolutely need to upload your presentation onsite, please bring it on a USB flash drive to your presentation room the evening before the next day's sessions, or in the morning before the start of your session. Volunteers will be available to assist with the uploading. **Presentations must be uploaded before your session, and preferably in advance of the conference.**

Poster Presentation Guidelines

The poster session will take place on the evening of Tuesday, May 9, in the Toronto III Ballroom from 6:00 to 8:00 p.m. Presenters can begin mounting their poster in their assigned space on Monday evening or during the day on Tuesday. Mounting must be completed before 5:30 p.m. Tuesday and we encourage presenters to leave their posters up for as long as possible. Posters need to be removed by 1:00 p.m. on Thursday, May 11.

Mounting Your Poster

Posters should have maximum dimension of 45" x 45". There will be two posters per poster board. All poster material must be confined to the space provided. Poster boards will be organized by themes. Posters will be hung using poster clips (provided by IAGLR). Student volunteers will be present in the poster area to assist between 3:30 p.m. and 5:30 p.m. on Tuesday. 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 IAGLR Best Student Poster Award. Posters may remain on display until 1:00 p.m. on Thursday, May 11. After 1:00 p.m., posters will be removed and transferred to the Fitzgerald Room. IAGLR is not responsible for lost or damaged posters.

Please include the Twitter icon on your poster to let people know they can share your work on social media.

Attendees will be asked to refrain from sharing presentations (via photos, videos, or audio) without this icon. If giving consent, consider including your social media handles to facilitate attributing your work.

How to Make an Amazing Poster

Remember that few people will read a verbose and complicated poster. Effective posters use bullet points with minimal words, provide meaningful images and graphs that convey far more than words can, and present data in simple and straightforward figures that emphasize the main (bulleted) points.

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. We encourage the sharing of science on social media, and many attendees post items of interest during the conference. If you do NOT want your presentation shared on social media, please verbally indicate at the start of your presentation, or on your poster. If you're okay with sharing your work on social media, please include the Twitter icon and/or your social media handles on your intro slide or poster to facilitate attributing your work.

Share the excellent work of people who have opted in with the hashtag #IAGLR23