Oral Presentation Guidelines

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

Format & File Name

- Format your presentation with a 4:3 aspect ratio. In PowerPoint, select Design -> Slide Size: Standard (4:3).
- VLC Player is the default video player on the room PCs. VLC will play MOV, MP4, and all other file types. Links to online videos that play directly in the browser/.ppt are more likely to play without issue than embedded files.
- Label your presentation file as follows: Day_RoomNumber_HHMM_FirstInitialLastname. For example, for a presentation Thursday, June 13, in Edwards Hall Room 100 at 10:20 a.m. by David Cannon, the filename would be **Thu_Edwards100_1020_DCannon**. You can verify the day, room number, and time of your presentation by visiting the program page on the conference website at iaglr.org/iaglr2019/program/.

Uploading Presentations

We highly encourage you to upload your presentation PRIOR to your arrival at the conference AND to bring a backup copy of your presentation to your session on a USB flash drive. We have set up an IAGLR Dropbox to receive the presentations in advance, organized by presentation day/date as follows. Please be sure to upload your presentation to the day that matches your assigned presentation time.

Tuesday, June 11: https://www.dropbox.com/request/XOdJ1jOVI0i2HxLvDJfJ
Wednesday, June 12: https://www.dropbox.com/request/XsO1uW3rjU1S4qmYagsl
Thursday, June 13: https://www.dropbox.com/request/ihOuAJtaxaHRGbX14I4j
Friday, June 14: https://www.dropbox.com/request/PVsyk7N2BKhcO4Lsx01G
Plenary presentations: https://www.dropbox.com/request/ChZn8lRk44nEUsNvM5UZ

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.

If you absolutely need to upload your presentation onsite, please bring it on a USB flash drive to the technical help desk located near Registration in the Seymour Union. Volunteers will be available to assist with the uploading. **Presentations must be uploaded the day before your session, and preferably in advance of the conference.**

Poster Presentation Guidelines

The poster session will take place on the evening of Tuesday, June 11, in the Seymour Union Ballroom from 6:15 to 8:45 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 noon on Friday, June 14.

Mounting Your Poster

Each poster board will have an area of 6' x 4' (182 cm x 121 cm). These measurements are width x height. 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.

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 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 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 #IAGLR19