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 (with Windows 7, Adobe Acrobat, and MS Office 2016 with Powerpoint) will be in each of the session rooms. Presenters may not use their own laptops.

Format & Filename

- 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 other file types associated with the discontinued QuickTime. Links to online videos that play directly in the browser/.ppt are more like to play without issue than embedded files.
- 'Presenter view' will not be available.
- Label your presentation file as follows: **Day_RoomNumber_HHMM_FirstInitialLastname** For example, for a presentation Thursday, June 21, in MW160 at 10:20 a.m. by David Cannon, the filename would be *Thu_MW160_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/iaglr2018/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 jump 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 19**: https://goo.gl/bLWcQo
- **Wednesday, June 20**: https://goo.gl/VXSBij
- **Thursday, June 21**: https://goo.gl/cAMC4Z
- **Friday, June 22**: https://goo.gl/N1wsp8
- **Plenary Presentations**: https://goo.gl/upQgDp

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.
- 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 Room AC286A in the Library) between the hours of 4–6 p.m. on Monday, 2–5 p.m. Tuesday-Thursday. 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 19,** in the Science Wing from **6 to 8 p.m**. Presenters can begin mounting their poster in their assigned space on Monday evening or during day on Tuesday. Mounting must be completed before 4:30 p.m. Tuesday and we encourage presenters to leave their posters up as long as possible. Posters need to be removed by noon on Friday, June 22.

Mounting Your Poster

Each poster board will have an area of 5' x 3' (152 cm x 91 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 Velcro (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. 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 pictures** that convey far more than words can, and **present data in simple and straightforward figures** that emphasize the main (bulleted points).

Poster Printer

The University of Toronto Scarborough is pleased to offer IAGLR delegates the convenience of onsite printing of posters. To take advantage of this service please submit and electronic pdf copy of your poster to printing@utsc.utoronto.ca. Once we are ready to print your poster we will provide a credit card payment authorization form that will need to be completed and returned before the printing will take place. We accept Visa and MasterCard. Submission deadlines and related costs are as follows:

June 4–8	June 11–13	June 14–15 *rush order*
$3.99 / sq. ft.	$4.99 / sq. ft.	$5.99 / sq. ft.

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 #IAGLR2018