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. A projector and Windows laptop will be in each session room. Presenters may not use their own laptops. PowerPoint files are preferred.

Uploading Oral Presentations

We highly encourage in-person presenters to upload presentation slides PRIOR to arriving at the conference AND to bring a backup copy to your session on a jump drive. Virtual presenters will have the option to present their slides remotely but are encouraged to upload presentation slides as a backup prior to the day of their presentation. We have set up an IAGLR Dropbox to receive presentations, organized by presentation day/date as follows. Please be sure to upload your presentation to the day that matches your assigned presentation time! You can verify the day, room name and time of your presentation by visiting the presentations page at https://event.fourwaves.com/iaglr2024/abstracts and searching for your name or abstract title.

Label your presentation file as follows: **DAY_RoomName_HHMM_FirstInitialLastname**. For virtual presentations, include "VIRTUAL" at the end of the label.

Examples:

- For an in-person presentation Tuesday, May 21, in Luna at 9:00 a.m. by Carol Miller, your file name should be **TUE_Luna_0900_CMiller**
- For a virtual presentation Friday, May 24, in Martis at 3:40 p.m. by Catherine Febria, your file name should be **FRI_Martis_0340_CFebria_VIRTUAL**

Upload to IAGLR Dropbox Folders:

- **Tuesday, May 21**: https://www.dropbox.com/request/ElZ8zOdvUOJ0eaSUzpbX
- **Wednesday, May 22**: https://www.dropbox.com/request/IEJDtxXvgxffOSouW8po
- **Thursday, May 23**: https://www.dropbox.com/request/UFGAFIqidffKwm87gN6b
- **Friday, May 24**: https://www.dropbox.com/request/uwUQ9mAv6dVm4jr1AeBP
- **Plenary Presentations**: https://www.dropbox.com/request/mUmmoX0kpRU6dKInITKE

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 your presentation room the evening before your session is scheduled, or in the morning before the start of your session. Volunteers will be available to assist with uploading. **Presentations must be uploaded before your session, and preferably in advance of the conference.**
- **Please include the provided checkmark 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.

Virtual Oral Presentations Zoom Instructions

All sessions are hybrid and will be available for viewing on Zoom. To present virtually, you will join the Zoom meeting for your assigned session at the start of the session, or during the scheduled break before your assigned time. Zoom links will be available in the virtual program. You will be able to share your screen and control your own slides. We encourage you to **upload backup slides** before your session following the instructions in the previous section. In case of internet connectivity issues, we encourage you to also provide **a backup recording** of your presentation in the IAGLR Dropbox folders, following the same naming convention used for slides. Check out Zoom Support for details on how to share a PowerPoint on Zoom.