



Oral & Poster Presentation Guidelines

State of Lake Michigan Conference

Nov. 7-10, 2017

Hyatt Regency | Green Bay, Wisconsin

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 a SOLM 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!

Wednesday, Nov. 8: <https://www.dropbox.com/request/Mf7Ej2MrX07ka1OxQFRf>

Thursday, Nov. 9: <https://www.dropbox.com/request/bvJhkSdCUvUXdEtZbzTS>

Plenary Presentations: <https://www.dropbox.com/request/MDtwHkzpSGfvVi4k36Nz>

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

(e.g., for a presentation Wednesday, Nov. 8, in Grand G at 10:20 a.m. by Joe Smith: your file name should be Wed_GrandG_1020_JSmith). You can verify the day, room number and time of your presentation by visiting the program page on the conference website at <https://www.xcdsystem.com/iaglr/program/FZ0tJyV/>.

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 registration area (outside of Grand E) between the hours of 7 a.m.-3 p.m. on Nov. 7, 8 and 9 (Tue-Thu). Volunteers will be available to assist with the uploading to DropBox. **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 the 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, Nov. 8**, in the West Rotunda Atrium at the Hyatt from **6:00 p.m. to 9:00 p.m.** Presenters can begin mounting their poster in their assigned space after 9 a.m. on Tuesday, Nov. 7. Mounting must be completed before 5 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, Nov. 10. Posters left after this time will be discarded.

Mounting Your Poster

Each poster board will have an area of 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. Posters will be hung with poster clips, which will be provided. Presenters are expected to tend their poster during the evening poster session to answer questions.

Tips for Poster Design

Remember that few people will stop to read a verbose and overly 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.