

21ST INTERNATIONAL CONFERENCE ON AQUATIC INVASIVE SPECIES

ICAIS 2019 Guidelines for Speakers in Concurrent Sessions

General Instructions

- There will be three concurrent sessions throughout the conference and each session room will be set with a podium, a laptop computer at the podium, a wireless remote slide advancer, a laser pointer, a podium microphone, a wireless lapel microphone, a speaker timer in view of the speaker, projector and screen, and a floor microphone for questions.
- Participants are free to move from one session to another depending upon their interest in what is being presented in each. It is therefore critical that all presentations start and end on time, without exception, to ensure that participants don't miss parts of, or entire presentations.
- Concurrent session presentations are scheduled in 20-minute blocks, including questions. Three things must happen during this block: the speaker introduction (1 minute); the talk (15 minutes); and the question and answer period (4 minutes).
- The speaker timer will be at the podium and pre-set for the presentation time of 15 minutes. At 13 minutes a yellow warning light will come on to signal two minutes remaining, and at that time you should begin to wrap up your presentation. At 15 minutes a red light will come on and you will then be asked to accept questions from the audience.
- For a 15-minute talk it is recommended to use 10-13 slides.
- Please rehearse your presentation to be sure that it does not exceed the allotted time.

Audio-Visual Equipment

- PC laptops will have the Windows 10 operating system, PowerPoint 2016 and Adobe Acrobat Reader Version 19.21.
- Macintosh computer users should convert their slide decks to run on a PC and be sure to test the presentation on a PC before arriving at the conference. Otherwise please bring your own laptop computer with the presentation installed and meet with the A/V Company's representative the day before your presentation to ensure that the correct cabling, etc. is available. If you will be using your own laptop, be sure to let your Session Chair know in advance of the session and that you have made the necessary arrangements with the A/V Company.
- If your presentation requires software other than PowerPoint or Adobe Acrobat, please bring your own laptop computer with the presentation installed and meet with the A/V Technician the day before your presentation to ensure that the correct cabling, etc. is available.
- If your presentation includes embedded audio clips, please notify Elizabeth Muckle-Jeffs, Conference Administrator no later than **October 25, 2019** so that arrangements can be made to patch into the sound system in the session room.

PowerPoint Preparation Guidelines

- For optimum viewing the PowerPoint presentation should be 16:9 (widescreen) format.
- Please have the file name of your presentation as your name e.g. "Margaret Smith".
- Your presentation is to be submitted in either PowerPoint or Adobe Acrobat to ensure problem-free operation during the session.

- Presentations are to be submitted to the PowerPoint Manager on a portable USB drive, according to the submission schedule indicated below.
- The PowerPoint Manager will review the presentation with you on the same make and model of laptop that will be used in the session room. This helps to ensure that any glitches are resolved before the session commences.

PowerPoint Submission Desk

Speakers are not permitted to load their PowerPoint presentations onto laptops. Mark Kulas is the ICAIS PowerPoint Manager and speakers are to submit their presentations to him according to the schedule below. Mark's desk will be located in the foyer outside of the Grand Ballroom and he will be there to receive PowerPoint presentations during the following times:

Sunday, October 27:	3:00 pm to 6:00 pm
Monday, October 28:	7:00 am to 5:00 pm
Tuesday, October 29:	7:00 am to 5:00 pm
Wednesday, October 30:	7:00 am to 5:00 pm
Thursday, October 31:	7:00 am to 12:00 pm

PowerPoint Submission Schedule

Speakers are to bring their presentation on a portable USB drive and provide it to the PowerPoint Manager no later than the times indicated below. If you are **not able** to submit according to this schedule, please notify Elizabeth Muckle-Jeffs, Conference Administrator **by October 25, 2019** so that alternate arrangements can be made.

Monday Morning Presentations	by 6:00 pm Sunday, October 27
Monday Afternoon Presentations	by 9:00 am Monday, October 28
Tuesday Morning Presentations	by 5:00 pm Monday, October 28
Tuesday Afternoon Presentations	by 9:00 am Tuesday, October 29
Wednesday Morning Presentations	by 5:00 pm Tuesday, October 29
Wednesday Afternoon Presentations	by 9:00 am Wednesday, October 30
Thursday Morning Presentations	by 5:00 pm Wednesday, October 30
Thursday Afternoon Presentations	by 9:00 am Thursday, October 31

Other Important Information

- **Audio:** If your presentation includes audio clips, you must advise Elizabeth Muckle-Jeffs, Conference Administrator no later than **October 25, 2019** so that arrangements can be made to patch into the sound system.
- **Hyperlinks:** If your presentation will include hyperlinks requiring Internet access you must advise Elizabeth Muckle-Jeffs, Conference Administrator no later than **October 25, 2019**.
- **Special Fonts:** Use standard fonts in your presentation, as found in the default Microsoft library such as Arial or Times New Roman.
- **Images, Videos and Animations:** Images should be inserted using PowerPoint's "Insert Image" command (i.e., do not drag and drop from other applications). If your presentation includes embedded videos or animations, they must be copied onto the laptop computer being used in the session room. If you have embedded video or animations be sure you have copies of the of them and advise the Conference PowerPoint Manager when you provide him with the presentation.

Questions?

If you have any questions about these guidelines please contact Elizabeth Muckle-Jeffs, the Conference Administrator by email to ICAIS@invasivespeciescentre.ca or elizabeth@theprofessionaledge.com