



# 23RD INTERNATIONAL CONFERENCE ON AQUATIC INVASIVE SPECIES

## ICAIS 2024 GUIDELINES FOR PRESENTERS IN CONCURRENT SESSIONS

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### GENERAL INFORMATION

- All meeting space for ICAIS 2024 is on the convention level and all session rooms are in very close proximity for ease of movement.
- In addition to the plenary sessions, there are typically four concurrent sessions each day and it is very easy to move from one session to another depending upon the participants' interests.

**Room C1-C2A:** Plenary Sessions and Ballast Water Workshop

**Room 101:** Concurrent sessions A

**Room 102:** Concurrent sessions B

**Room 103:** Concurrent sessions C

**Room 109:** Concurrent sessions D

- It is very important that presenters adhere to the time allocated for the presentation, which is 15 minutes for the talk and 5 minutes for Q&A.
- If using slides, it is recommended to use only 10-13 for a 15-minute talk.
- Encore Global is the in-house audio-visual company at the Halifax Convention Centre and they are providing all A/V equipment and on-site technical support during the conference.
- Each session room will have, at minimum:
  - A 5' x 9' (152 cm x 274 cm) screen.
  - A data projector on an A/V cart.
  - A podium from which the presenter will speak.
  - A laptop at the podium with presentations pre-loaded.
  - A podium microphone, a wireless lapel microphone, a wireless hand-held microphone for Q&A, a wireless PowerPoint remote and mouse.
  - A built-in speaker system.
  - A speaker timer in view of the speaker from the podium
  - A side table for the session chair to be seated, with a 22" LCD monitor so that they can see the slides being projected, and the speaker timer.

### Digital Speaker Timer



## FORMATTING AND SUBMITTING PRESENTATIONS

### Pre-recorded Presentations

All presenters in concurrent sessions (in-person and virtual) **are required** to provide a **pre-recorded** version of their 15-minute talk through Fourwaves by **April 26, 2024**.

### Pre-recorded Presentation Formatting Guidelines

The recording should be submitted with slides in 16:9 (widescreen) format for optimal viewing and can be provided as:

- a video (MP4) of the slides and presenter voice over with captioning, or
- a video (MP4) of the presenter and their slides with captioning.
  - [Google Meet recordings \(caption information included under 'Learn what's recorded in a video meeting'\)](#)
  - [Microsoft Teams recordings](#) | [More information on captions \(under 'Live captions'\)](#)
  - [Zoom meeting recording](#) | [More information on captions](#)
  - [Vimeo recordings \(free\)](#)

### File Naming Protocol

- Presentations **must** be named according to the following protocol:

Day\_MonthDate\_PresentationTime\_RoomNumber\_FirstnameLastname

**EXAMPLE:** Mon\_May13\_1040\_Room102\_JaimieDick

- Presenters can find the date, time and room for their presentation in the 'Schedule' in [Fourwaves](#).
- If there are any problems finding the details for your presentation, send an email to [icais@invasivespeciescentre.ca](mailto:icais@invasivespeciescentre.ca) **before April 22, 2024**.

### Submitting Pre-recorded Presentations for Streaming

Pre-recorded presentations are to be submitted through Fourwaves. To do this:

- Activate your account using the confirmation link that was issued when you submitted your abstract, or by going to the [Fourwaves login page](#) and clicking 'Get a new password'. Be sure to use the email address you entered when you submitted your abstract.
- Once logged into the account be sure you select 'Participant' from the top-left drop-down menu, then click 'Submissions' from the Participant Dashboard menu.
- Click your submission title and select 'Edit Submission' on the right-hand menu.
- Upload the files applicable to your presentation and click 'Save form'.
- If you have more than one presentation, repeat the process for each separately.
- More information for presenters can be found on the [ICAIS website](#)

### Slides for On-site Presentations

In-person presenters in concurrent sessions must also submit the slides they plan to use through Fourwaves by **April 26, 2024**.

- Submissions through Fourwaves will not be possible after April 26, 2024.
  - If on-site presenters revise their slides after the online submission has closed, they must:
    1. Send an email message to [icais@invasivespeciescentre.ca](mailto:icais@invasivespeciescentre.ca) to advise that they need to submit an updated version of their slides for on-site presentation.
    2. Send the revised slides through a file transfer system (eg. WeTransfer, Dropbox, etc.) to [icais@invasivespeciescentre.ca](mailto:icais@invasivespeciescentre.ca) according to the schedule below and obtain confirmation that the file has been received.
- OR**
3. Bring the revised slides on a portable memory drive and deliver it at the 'Presentation Manager' desk according to the schedule below.
- If a presenter does not submit a revised file according to the instructions above, the file that was submitted through Fourwaves will be considered final and loaded onto the laptop in the session room for presentation.
  - Presenters **are not permitted** to load presentations onto the laptops in the session rooms.

### File Naming Protocol

- Presentations **must** be named according to the following protocol:  
Day\_MonthDate\_PresentationTime\_RoomNumber\_FirstnameLastname  
**EXAMPLE:** Mon\_May13\_1040\_Room102\_JaimieDick
- Presenters can find the date, time and room for their presentation in the 'Schedule' in [Fourwaves](#).

- If there are any problems finding the details for your presentation, send an email to [icaais@invasivespeciescentre.ca](mailto:icaais@invasivespeciescentre.ca) **before April 22, 2024.**

### Submitting Slides for On-site Presentation

- The slides that you plan to present are also to be submitted through Fourwaves, using the same instructions above.

### On-site Presentation Submission Schedule

The cooperation of in-person presenters in following this schedule is greatly appreciated.

Presentation Day	Session Time	Session	Submit by Day	Submit by Time
Monday, May 13	10:40-12:00	A1, B1, C1, D1, E1	Sunday, May 12	16:00
Monday, May 13	13:00-14:40	A2, B2, C2, D2, E2	Monday, May 13	08:30
Monday, May 13	15:10-17:00	A3, B3, C3, D3, E3	Monday, May 13	08:30
Tuesday, May 14	10:30-11:50	A4, B4, C4, D4, E4	Monday, May 13	16:00
Tuesday, May 14	13:00-14:40	A5, B5, C5, D5	Tuesday, May 14	08:30
Tuesday, May 14	15:10-17:10	A6, B6, C6, D6	Tuesday, May 14	08:30
Wednesday, May 15	10:30-11:50	A7, B7, C7, D7	Tuesday, May 14	16:00
Wednesday, May 15	13:00-14:40	A8, B8, C8, D8	Wednesday, May 15	08:30
Wednesday, May 15	15:10-17:10	A9, B9, C9, D0	Wednesday, May 15	08:30
Thursday, May 16	10:30-12:00	A10, B10	Wednesday, May 16	16:00

### Other Information

- **Images, videos, audio clips and animations**
  - Images should be inserted into PowerPoint using the “Insert image” command (i.e., do not drag and drop from other applications).
  - If your presentation includes embedded audio clips, video or animations, be aware that **you must provide the files for them separately to be sure they are linked on the computer being used to run the presentation.** Be sure to upload them separately in Fourwaves.
- **Hyperlinks:** WiFi access for hyperlinks is available in all session rooms.
- **Fonts:** Use standard fonts in your presentation, as found in the default Microsoft library such as Arial or Times New Roman.

### On Site Support

- The Presentation Manager’s desk will be located near the conference registration desk in the Pre-function area of the Convention Hall.
- The desk will be staffed at specific times each day, and the Presentation Manager can be reached by WhatsApp (details to be provided).

## PRESENTATION PROCESS

### In-Person Presentation Process

- In-person presenters are to submit both their pre-recorded presentations (as described above) and a separate file of just their slides with captioning through Fourwaves.
- The laptops being provided in session rooms have Microsoft 365, but all versions of PowerPoint will be supported, in addition to files saved to Adobe Acrobat.
- Macintosh computer users should convert their PowerPoint presentations to a PC version (or PDF) and be sure to test the presentation on a PC before arriving at the conference.

- In-person speakers will present, and take questions from the on-site audience, according to the published schedule in Fourwaves.
- Session chairs will field questions from on-site participants and will moderate the 5-minute Q&A period following each presentation.
- Additional questions may be submitted to speakers through the chat feature in Fourwaves and they will be forwarded to the email address in the presenter's profile in Fourwaves. Presenters can respond to those questions after the session has concluded.
- In-person presenters will advance their slides from the podium, using the wireless remote.
- The pre-recorded presentations of virtual speakers will be run by the session chair.
- During the Q&A period, session chairs will field questions from on-site participants.
- Questions for virtual presenters are to be submitted to them through the Fourwaves chat feature or by email to the presenter.
- Presenters each have a profile in Fourwaves and it is up to each person to set up what they want to include e.g., a photo, the email address for networking, biosketch, etc.

#### Virtual Presentation Process

- The recordings of virtual presentations will be played for in-person participants, during the sessions in real-time (Atlantic time) according to the published schedule in Fourwaves.
- There will be no real-time question and answer period with virtual presenters. Instead, anyone who wishes to ask them questions can do so:
  - a. through the chat feature in Fourwaves (more information under 'Virtual Participants' below), or
  - b. by contacting the presenters by email.
- For virtual and in-person participants, the recordings of all speakers' presentations will be available online within one hour of each session concluding (Atlantic time), according to the published schedule in Fourwaves.
- The online recordings will remain available for viewing until November 1, 2024.

## QUESTIONS

If there are any questions, or clarification needed, send an email message to [icaais@invasivespeciescentre.ca](mailto:icaais@invasivespeciescentre.ca)