



24TH INTERNATIONAL CONFERENCE ON AQUATIC INVASIVE SPECIES

August 23 to 27, 2026

ICAIS 2026 GUIDELINES FOR PLENARY SPEAKERS

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GENERAL INFORMATION

- All Plenary sessions for ICAIS 2026 will be in the Sir William Whitla Hall.
- The plenary session room will have a dedicated Moonlighting AV crew during sessions to manage all on-site presentations scheduled for presentation in the room.
- The Moonlighting team will have a station from which they will run the PowerPoint presentations, and there will be a camera person filming on-site speakers.
- Whitla Hall has a stage with a podium for the speaker and a small table beside the podium for the Session Chair, with a microphone for them to use.
- There will be both a podium microphone and a wireless lapel microphone as options for presenters to use during their presentation.
- The presenter should arrive at Whitla Hall 15-20 minutes before the Introductory Remarks on the day they are presenting to be fitted with a lapel mic.



Sir William Whitla Hall

PLENARY PRESENTATIONS

- Plenary presentations will be held in the **Sir William Whitla Hall**.
- It is the presenter's responsibility to navigate through their PowerPoint presentation using the clicker provided.
- The presentation will be visible to the presenter on a monitor facing the stage. NOTE: this will be a copy of the current slide and not the presenter view with notes / preview of the next slide.
- The Moonlighting AV crew will mix the presentation and the camera feed in a single video stream. The stream will be broadcast live to ICAIS participants who are participating virtually, and a recording will be posted to Fourwaves later that day.
- The Monday keynote plenary presentation (to be delivered by Frances Lucy) is scheduled in a 60-minute block, including questions. It is suggested that the keynote plenary presenter allow 45 minutes for the talk and 15 minutes for Q&A, but it is totally up to the speaker.
- All other plenary presentations are scheduled in 40-minute blocks, including questions. It is suggested to allow 30 minutes for the talk and 10 minutes for Q&A but it is up to each speaker.
- One of the hosts will introduce each plenary speaker. The emcee will field questions from on-site participants and will moderate the Q&A period following each presentation.

There will be a time-keeping monitor facing the stage to help you keep your presentations on track. More details on this will be provided at a later date.

AUDIO-VISUAL EQUIPMENT & SOFTWARE

- All presentations are to be prepared in 16:9 (widescreen) format for optimal viewing.
- The laptops being provided by Moonlighting have Microsoft 365, but all versions of PowerPoint will be supported, in addition to files saved as PDFs.
- 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.

OTHER IMPORTANT INFORMATION

- Images should be inserted into PowerPoint using the "Insert image" command (i.e., do not drag and drop from other applications).
- Hyperlinks: WiFi access for hyperlinks is available in all session rooms.
- 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 you have copies of those files and provide them to the PowerPoint Manager when you submit in advance or in-person at the event.

Audio/visual support staff will be in Whitley Hall daily from 7 a.m. to noon. **If your presentation includes video, audio, hyperlinks, or animated components, please visit Whitley Hall the day prior to your presentation for a brief practice session.** All plenary speakers are welcome to do a practice session if desired.

- Fonts: Use standard fonts in your presentation, as found in the default Microsoft library such as Arial or Times New Roman.

File Naming Protocol

PowerPoint files must be named according to the following protocol:

DATE_ROOM_HOUR_PresenterName

DayMonth_ROOMNAME_presentationtime_FirstnameLastname

EXAMPLE: 2408_WHITLEY_1330_BellaGalil

POWERPOINT SUBMISSION

PowerPoint Submission Desk Hours

The PowerPoint Manager's desk will be in the Peter Froggatt Centre Foyer, and the desk will be open to receive PowerPoint presentations and review them with you to ensure everything is operating as it should.

The PowerPoint Manager's desk will be open during the following times:

- **Sunday, August 23rd 15:00-17:00**
- **Monday, August 24th 7:30-8:20, 12:30-13:30, 16:00-17:00**
- **Tuesday, August 25th 7:30-8:20, 12:30-13:30, 16:00-17:00**
- **Wednesday, August 26th 7:30-8:20, 12:30-13:30, 16:00-17:00**
- **Thursday, August 27th – 7:30-8:20 for additional support as necessary**
- If you require support at any other time, please visit the Registration Desk and ask for the Presentation Manager.
- Please remember that if your presentation includes video, audio, hyperlinks, or animated components, please visit Whitley Hall between 7 a.m. and noon (excluding scheduled plenary presentation times) the day before your presentation for a brief practice session with Audio/Visual support staff.

PowerPoint Submission Schedule

You can submit your PowerPoint presentation in advance of the conference by WeTransfer or similar file transfer application to icais@invasivespeciescentre.ca before Saturday, August 22 at 23:59 (midnight) BST.

Otherwise bring your presentation on a USB portable memory drive and provide it to the PowerPoint Manager according to the times indicated in the following schedule.

- **Monday Plenary Presentations submit no later than 09:00 on Sunday, August 23**
- **Tuesday Plenary Presentations submit no later than 09:00 on Monday, August 24**
- **Wednesday Plenary Presentations submit not later than 09:00 on Tuesday, August 25**
- **Thursday Plenary Presentations submit not later than 09:00 on Wednesday, August 26**

QUESTIONS

If there are any questions, or clarification needed, contact icaais@invasivespeciescentre.ca