Oral Presentation Guidelines

It is important that you carefully read and follow these guidelines to ensure that you are prepared for your presentation and that it can be uploaded into the central presentation system.

Only presenting authors of accepted abstracts who have completed their registration for the Congress (including payment of fees) by **30 April 2014** will retain their places on the Congress scientific program.

Facilities at the Congress Center:

Technical sessions will be scheduled throughout the week of the Congress starting on Monday, 6 October

The full schedule of technical sessions will be available in July, when it will be posted on the Congress website.

A Speaker Ready room is available: Room 254B in the Salt Palace Convention Center. You must load your presentation into the presentation system **24 hours prior** to your scheduled presentation.

Your presentation room information will be given to you either by your session coordinator prior to your arrival at the Congress, or it will be in the Congress program book that you will receive with your registration materials. Information will also be available on the Congress website.

Oral Presentation Requirements

Language:
- Presentations may be made in any one of the official IUFRO languages (English, Spanish, French, or German). *If you choose to give your presentation in an IUFRO language other than English, PowerPoint presentations must be in English*.

PowerPoint presentations:
- Must be in English.
- In technical sessions, speakers will be given 15 minutes for their presentations. Speakers should confirm this with their session organizers or moderators in advance.
- Limit your number of slides. Save the slides for your most important information, illustrations, graphs, tables, etc.
- Use high quality illustrations of sufficient resolution. Graphs and figures should be simple - avoid unnecessary detail.
- Graphs are preferred over tables.
- As a guideline, you should consider the following question: "Do I need to present all the information in the table for a reader to understand why I reached the conclusions that I did?"

Pre-load:
- You must load your presentation into the presentation system at least **24 hours prior** to your presentation time. Technical assistance will be available should you require it.
- You <u>may not</u> load your presentation in your technical session room or use your personal computer for presentations.

Recommended fonts:
- Serif fonts such as Times are suited for more text.
- Sans-serif fonts such as Arial are good for titles and headings.
- Do not use more than two font types!

Useful tips:
- Have a limited number of key messages and do not try to communicate every detail!
- Speak slowly and clearly; plan your presentation out before your session so you are prepared.