Oral Presentation Guidelines

Presentation Specifications

- Keynote presentations are **30 minutes** in duration, regular presentations are **20 minutes** in duration, and speed talks during concurrent afternoon sessions are **10 minutes** in duration**.** Please consult the program [http://charr.glfc.org/#program] to verify the duration of your presentation. To respect other speakers, all times will be strictly enforced.
- Presenters must leave time for questions and a two-minute transition to the next speaker.
- Use standard aspect ratio (4:3) as opposed to widescreen (in PowerPoint 2013, go to the Design tab: Slide Size, select standard).
- Font sizes for text and figures should be large enough for all to see (min 20pt). Default font sizes for most graphics output are TOO SMALL hence editing will be required to make axis labels and titles readable.
- Figures and tables should encompass as much of the slide area as possible with little area around the margins or around text within table cells.
- If you are embedding a video in your presentation, ensure that you do so in a way that is compatible with PowerPoint 2013 and 2016. If possible, please test your video before your presentation.

Uploading Presentations

- **Label your presentation file as follows: Day_TimeSlot (24hr Clock)_FirstInitial_LastName.** For example, if your talk is on Tuesday June 19 at 4pm, your file name would be "19_1600_A_Muir".
- We highly encourage speakers to upload their presentation **<u>PRIOR</u>** to arrival at the Symposium. The following upload site was established to receive presentations: http://charr.glfc.org/CharrSymposiumUpload.html. Go to this site and upload your properly labelled presentation in advance of the Symposium.
- If you are embedding a video in your presentation, please also upload the standalone video file(s) (using the naming convention above) as this will provide an avenue to link to your video in case it doesn't embed properly.
- In addition to digital submission, a manual uploading station will be open each day at registration table located at the Duluth Entertainment Convention Center from 0800-1700. Bring your presentation and standalone video files on a USB drive.

Questions

Contact charr@glfc.org