



12TH INTERNATIONAL CONGRESS OF
ethnobiology
Hishuk-ish tsawalk... everything is one, everything is connected.

PRESENTER GUIDELINES¹ - for Powerpoint Presentations

Presenters share their knowledge and expertise through the ~100 oral presentations at the Congress. As such, you are the backbone of the conference. Presenters need to prepare in advance, deliver content articulately and concisely, and follow-up to build knowledge networks. Please note that the guidelines below are intentionally broad so that they apply to all session types with the exception of posters.

The format of your session

During the 12th International Congress of Ethnobiology, there are nine 90 minute sessions of *individually submitted papers* that have been grouped together by the Congress Organizing Committee. Each of these 90 minute sessions has 4 – 6 papers to be delivered. You are the presenter of one of these papers.

The Congress Organizing Committee will initiate an email introduction of the chair and all presenters in your session, providing presenter guidelines and logistical details. You may provide a one or two sentence bio or description of you and your work to the Chair in advance of the Congress if you wish to be introduced with more than just your name, affiliation and country.

Time available for your presentation

- You have a 15 minute time slot. Your talk should be 10-12 minutes, allowing time for a few questions.
- For those sessions that have less than six presenters, the remaining time can be used for further questions or facilitated discussion – at the Session Chair's discretion.

Presentation File Format

- Your digital presentation must be in Powerpoint 1997-2003 or PDF format. (NOTE: If you are using Powerpoint 2007, please SAVE AS Powerpoint 1997-2003 compatible.)
- Overhead transparency projectors and photographic slide projectors ARE NOT AVAILABLE
- Name your file with your surname only, e.g. Smith.ppt or Ngweno.ppt and bring it on a data stick

¹ Adapted from the American Evaluation Association (www.eval.org).

Presentation File Drop Off

- You must deliver a digital copy of your presentation to the Registration Desk by 9 pm the evening BEFORE your presentation. Congress staff members will deliver the files to the venue ahead of time.

It will be an **extreme inconvenience** to have your digital presentation brought directly to the session and should you do this, time delays will be deducted from your presentation time.

* Please note that we are able to accept Powerpoint presentations (as *.ppt or *.pdf) in advance of the Congress via email to ice2010tofino@gmail.com

Tips for Effective Presentations

Type and Font: Use at least 18-24 point type so that it may easily be read from across the room. Avoid *italics* and ALL CAPS for more than a few words as they are difficult to read. Use a non-serif font such as Arial, Helvetica or Calibri.

Bullets: Limit yourself to at most 6 bullets per slide and 10 or so words per bullet. Describe details verbally and use the bullet points to provide an outline of key concepts.

Number of slides: A rough rule of thumb is to prepare no more than one slide for every two minutes you will be presenting – that is **SIX slides!** Remember, the slides are an aide, not the presentation itself.

Avoid acronyms, jargon, and abbreviations: Past evaluations have clearly indicated that one frustration, in particular for new and international attendees, is the use of 'insider' language, acronyms, and abbreviations that make it difficult to comprehend readily a presentation.

Contact information slide: Prepare one slide that you can put up at the beginning and end of the presentation with your presentation title, name, and contact information. In case you do not have enough handouts or business cards (if you are bringing them), encourage attendees to write down this information for follow-up.

Proofread and spell-check. Spell-check and proofread. Please.

Practice: Practice repeatedly, alone and then in front of a colleague, to ensure that your presentation highlights key point, your delivery is clear, and you can finish within the time allocated.

At the Session

This is your time to listen intently to other's presentations and to share your own knowledge and expertise. At the session, as a presenter you should:

Arrive early: Arrive at the session early, identify yourself to the Session Chair, and connect with the other presenters so that the session may start on time.

Identify who will be holding the timing cards:

Timing cards in each room will be used so that you can easily see them, and will clearly identify:

- "5 minutes" (at which time you should be just 2-3 minutes away from ending your talk)
- "3 minutes" (at which time you should be **ending** and allowing for questions) and
- "STOP" (at which time the Session Chair will diplomatically interrupt and move to the next speaker).

*** Do not hold up the session by ignoring the Chair and timekeepers and going over time – this will cause inconvenience to the Chair, the other presenters, and most notably the audience. This reflects poorly on you – not on the Chair who is doing his or her best to respect the time allotted to all presenters and to the audience (who may need to take shuttles to the next session).*

Give your presentation: You have already practiced and prepared - you are ready! Speak clearly, maintain eye contact with the audience, and relax. Stick to the pre-agreed upon time for your portion of the session to ensure that everyone has the opportunity to present and interact with the audience.

Respond to questions: We suggest you only take questions at the end. You should be prepared to respond to inquiries. Be aware of the limited time in the session and offer concise responses, noting - when appropriate - that you may be able to follow-up **post-session or post-conference** to continue the conversation. The Chair will also help in keeping the questions to your allotted time.

Depart on time: At the end of the session, if there is a session following, leave the room and continue the discussion outside so that the next session will have time to set up.

Thank you for presenting! We look forward to your contribution to the success of the 12th International Congress of Ethnobiology!

