



Symposium Presenter Guidelines

Thank you for offering to make a presentation at the 2020 Mat-Su Salmon Science and Conservation Symposium! We provide the following guidance to ensure a productive and professional meeting that maximizes interaction between Symposium presenters and participants while minimizing technical problems. **Abstract submissions are due by October 9th.** Please note that submitting an abstract does not guarantee a slot on the agenda. You will be contacted by October 18th regarding your presentation.

Schedule: The Symposium will run from 9am – 5pm on November 19th. Symposium registration is free this year. The draft agenda is subject to change, but we will notify you as soon as possible if we need to shift your presentation. We will try to accommodate restrictions in personal schedules as much as possible.

Location: The Symposium will be held virtually through Zoom.

Presentations

You are invited to share highlights of your current science or conservation projects related to Mat-Su watersheds, salmon habitat, or salmon. We also invite recipients of NFHP funding to share their project. You can present orally over Zoom or with a poster. Posters will be posted to the Mat-Su Basin Salmon Habitat Partnership website, and Symposium participants will be encouraged to view them there on their own time.

Timing: Each oral presenter is provided with 12 minutes to engage the audience. It is amazing what can be said in 12 minutes to communicate the essence of your research findings and questions, and to lure people to learn more by contacting you after the presentation. We recognize that it is a challenge to provide just ‘a taste’ of your work and appreciate the effort to distill the key messages. To facilitate your sense of timing, you will be advised by a timing volunteer during your presentation if you are close to your time limit. Each presentation will be followed by a 3-minute Question and Answer period, facilitated by a session moderator.

Intent: The presentations will function as catalysts for connections, leading to a more coherent understanding of work in the Mat-Su Basin. It’s an ambitious agenda! Note that an abstract with presenter contact information will be included in the Symposium book for participants.

Follow-up: Presentations will be recorded through Zoom, as well as converted to PDF format and posted online for participants and the public after the Symposium. When developing your presentation, consider adding slides instead of layering information on one slide, so that everything is retained in the PDF conversion. If you do not want to have your PowerPoint presentation posted, please let Symposium Coordinator Libby Kugel know by the end of the Symposium.

Format: PowerPoint presentations are optional. If you wish to project with another software or another medium, **please advise symposium contact person as soon as possible.**



We anticipate that most presentations will be in PowerPoint and we strongly encourage you to **send us your presentation by noon Monday, November 16** so we can ensure that your fonts and photographs come through properly on our computers, and minimize risk of technical issues during the Symposium:

- If file is < 4 megabytes then email the presentation (.ppt) to matusalmon@tu.org.
- If file is > 4 megabytes then please compress the file before sending (ie. In PowerPoint, click on image, go into 'image toolbox', choose 'compress pictures' and follow options). Otherwise contact matusalmon@tu.org

In the weeks leading up to the Symposium we will be in contact with presenters about testing out their presentations through Zoom and any other additional details related to presenting online vs in person at the Symposium. More information will be sent at a later date on this.

Symposium Contact Info:

Libby Kugel

Symposium Coordinator

lkugel@greatlandtrust.org or matusalmon@tu.org

Jessica Speed

Mat-Su Basin Salmon Habitat Partnership Coordinator

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