



## Symposium Presenter Guidelines

Thank you for offering to make a presentation at the 2022 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 7th.** Please note that submitting an abstract does not guarantee a slot on the agenda. You will be contacted by October 17th regarding your presentation.

**Schedule:** The Symposium is scheduled for 9am – 4pm on November 14 and 15 at the Palmer Depot. Symposium registration is \$25. 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 in person at the Palmer Depot.

### **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 or with a poster.** In each case, presenters will be asked to submit an abstract with title during the online submission process. Please keep abstracts to approximately 150 to 300 words in length.

**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:** We are working to confirm audio and video recording for the Symposium, for participants and the public after the Symposium. If you do not want to have your PowerPoint presentation posted online, please let Partnership Outreach Coordinator Grant Robinson 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 9am Wednesday, November 9** 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 [matsusalmon@tu.org](mailto:matsusalmon@tu.org).
- If file is > 4 megabytes then please compress the file before sending (ie. In Power Point, click on image, go into ‘image toolbox’, choose ‘compress pictures’ and follow options). Otherwise contact [matsusalmon@tu.org](mailto:matsusalmon@tu.org)

## **Posters**

**Poster Session:** The poster session will be afternoon of November 14<sup>th</sup> and is intended to give authors an opportunity to answer questions. Posters should be brought to the Symposium by 8:30am on November 14<sup>th</sup> to be put on display by 9:00. Posters will also be displayed on November 15<sup>th</sup>.

**Backing board:** You can attach your poster to foamcore before the Symposium. We'll also have some foamcore on hand and can clip your poster to it if needed. *If you will need foamcore at the Symposium, please let us know what size so we can have enough on hand.*

**Display:** Posters will be displayed on easels or hung/pinned on the wall. *If you can bring your own easel, please let us know.*

## **Symposium Contact Info:**

Grant Robinson  
Mat-Su Basin Salmon Habitat Partnership Outreach Coordinator  
[Grant.robinson@tu.org](mailto:Grant.robinson@tu.org)

Jessica Speed  
Mat-Su Basin Salmon Habitat Partnership Coordinator  
[jessica.speed@tu.org](mailto:jessica.speed@tu.org)