



## Symposium Presenter Guidelines

Thank you for offering to make a presentation at the 2015 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 7. Please note that submitting an abstract does not guarantee a slot on the agenda. You will be contacted by October 16 regarding your presentation.

**Schedule:** The Symposium runs from 9 - 4 on November 18 and 19. Symposium registration is \$25 per day. This includes lunch, snacks and refreshments. 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 is held at the Palmer Community Center (Depot) located at 610 S. Valley Way in Palmer.

### Presentations

**Timing:** Each 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 during a break or later this fall. 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 signs noting: 3 minutes remaining, 1 minute remaining and Time Up. Each presentation will be followed by a 3 minute Question and Answer period.

**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 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 Partnership Coordinator Jessica Speed 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 encourage you to send us your presentation by 9am on November 16<sup>th</sup> so we can ensure that your fonts and photographs come through properly on our computers:

- If file is < 4 megabytes then email the presentation (.ppt) to Jessica Speed,
- 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). If files are not minimized, we will need to use The Nature Conservancy's large file attachment service (similar to ftp); email Jessica Speed for instructions.

If you cannot send your PPT file early, please arrive by 8:30 on the day you present so we can load and test your presentation.

### **Posters**

**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 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 on the wall. *If you can bring your own easel, please let us know.*

**Poster Session:** Posters should be brought to the Symposium by 8:30am on November 18<sup>th</sup> to be put on display by 9:00. The poster session that afternoon is intended to give authors an opportunity to answer questions. Posters will also be displayed on November 19<sup>th</sup>.

**Symposium Contact Person and Info:** Jessica Speed  
Mat-Su Salmon Partnership Coordinator  
[MatSuSalmon@tnc.org](mailto:MatSuSalmon@tnc.org)