NORTHEAST AQUATIC PLANT MANAGEMENT SOCIETY

PRESENTATION GUIDELINES

(Adapted, in part, from the North American Lake Management Society Guidelines)

ORAL PRESENTER GUIDLINES

Before the Conference:

• Contact your Moderator and please respond to your moderator's requests in a timely fashion.

• Remember you are limited to 30 minutes total to give your presentation and take questions. We recommend you plan on a 20 to 25-minute presentation, with 5-10 minutes for questions. In no case will your moderator allow a speaker to go past their allotted time slot. Any overtime of the presentation within its time slot will reduce the time for questions.

• Moderators will introduce each presenter by name, affiliation, and brief (a few sentences) bio. If you feel a need to include a more detailed introduction of yourself and your qualifications at the beginning of your presentation, this is included as part of your 20 to 25-minute presentation time.

• Please focus your talk on the uniqueness of your approach, your results and findings, lessons learned and transferability. Don't spend too much time on background and methods and then run out of time to present the most interesting findings. In general, the breadth of the abstracts received goes well beyond what can be explored in a 20 to 25-minute presentation. Make sure you will be communicating the most useful parts of your work.

• Practice the talk ahead of time, preferably out loud. If possible, practice in front of colleagues to get useful feedback. Extemporaneous talks tend to run long, get off track, and fail to convey the most important lessons learned.

• **NEAPMS does not endorse specific products or services. Therefore, papers presented by individuals representing corporations or projects conducted by corporations should avoid the use of trade or brand names and refer to the products or services by a generic descriptor.**

• Bring a copy of your presentation on a USB flash drive. A copy should be downloaded to the session computer well before the start of the session. Your moderator may request a copy and may load it for you but be sure it is there and working properly before the session starts.

• Your session moderator should arrange to meet you and your other session presenters prior to your session beginning. Please plan to arrive at the time designated by your moderator. This gives you time to briefly meet, go over the presentation order one last time and make sure all presentations are uploaded to that room's laptop and open without any trouble.

At the Conference:

• Before your session, please make every effort to meet your moderator, especially if you do not already know them. Make sure they have received your presentation for loading, or you have provided your presentation to the AV staff for loading.

• Prior to your session, all presenters should meet in the session room to make sure all presentations are loaded to the symposium laptop and displaying properly. Confirm with the AV staff that your

presentation is loaded and the order of presentations in the session. If time permits, click through a few slides to confirm it is displaying properly.

• It is extremely important to make sure each speaker sticks to their allotted time. Please be courteous to your fellow presenters and stick to your assigned time slot.

• After each presentation, the floor will be open for any questions to the speaker, only if time allows (*i.e.*, you did not go over your talk time). We will need to limit the questions to avoid going over into the next presenter's time.

The following audio-visual equipment will be available for your use at the Conference:

- Windows-based laptop loaded with Microsoft PowerPoint (please bring back-up copies of your PowerPoint presentation on a USB flash drive) on the presenter's podium. **The laptop will not have amplified audio output.**
- **In no case, will presenters be allowed to use their own computers for presentation.**
- Podium microphone
- LCD projector. Projectors will project images in 4:3 format (*i.e.*, **not** widescreen).
- Laser pointer
- Internet will be available in the meeting space to all conference attendees.

PowerPoint Presentation Guidelines

- Keep it simple! Avoid lots of text or animation features. You want the audience to listen to you, not read your slide. Less clutter makes for greater visual impact.
- Make all images and words on each slide visible to someone sitting 100 feet away. In general, use nothing smaller than 24-point font, and preferably use 30-point font or larger.
- Limit words on the slide; graphics convey the message much better than words, and the words should just be key words or phrases drawing attention to key points or acting as a reminder to the speaker about what to say.
  - o Use the 5-5 Rule for Text on a slide (maximum of 5 words per line, with just 5 lines per slide).
- Use graphs rather than tables wherever possible. Audiences can glean the key messages from a graph faster than from a table and less explanation will be needed.
- Stick to standard fonts that are most likely to be on every computer and avoid using serif fonts because they're designed to be read at smaller sizes.
- Slides should have a consistent design and color scheme to flow easily and guide your audience through the presentation.
- Heighten contrast. Use either a light background and dark letters and images or a dark background and lighter letters and images. Avoid clashing or hard to discern colors for letters on whatever background you have chosen.
- A useful rule is **no more than one slide per minute of presentation**. Some will go faster than others, but a 20-minute talk should rarely have more than 20 slides.
- Put key conclusions on a slide at the end that can serve as the basis for questions and discussion.
- When presenting, use the microphone; do not assume that everyone can hear you without it.

- When presenting, face the audience, not the screen. Do not read what is on the screen; the audience can read faster than you can talk and can absorb relevant commentary while they take in the slide.
- When taking questions, repeat the question after it is asked if the questioner does not have a microphone so that everyone will know what you are addressing. Answer the question concisely; there may be more questions and going off on a tangent will limit the number of questions you can take in the short time allotted.
- If you are available after the session, invite audience to continue the conversation or ask you more questions, but at a time and place that does not interrupt the following presenters, or the remainder of the session.

MODERATOR GUIDELINES

As a moderator of a session, you have several responsibilities to ensure a smooth-running session.

- Make sure you meet each of your presenters prior to your session.
- Ensure all session presentations have been loaded onto the session computer and function properly. Work with the AV Staff to address this.
- Make sure you understand how the projector remote and laser pointer functions and demonstrate functions to the presenter, if needed.
- Introduce each presenter as they take the stage. Please use their full name and affiliation and a brief bio. Feel free to reduce lengthy bios to a few sentences. All presenter bios are included in the Abstracts and Biography document.
- Introduce the title of the presentation.
- Please ensure the proper pronunciation of the presenter's first and last name.
- It is the moderator's responsibility to ensure the presenter doesn't go over the allotted time slot. The AV Staff should have signs depicting "5 minutes left" and "Stop" for use by the Moderator (but it's a good idea to bring your own, just in case). Be sure you sit in the front row of the audience where the presenter can see you display the time signs or hand prompts.
- When the presenter finishes, if there is time left, you should lead the questions from the audience.
- If there are no questions from the audience, and there is suitable time, it's a good idea to prepare 1-2 questions that you can ask the presenter. This might spur additional discussion and questions. But be mindful of the time!

POSTER PRESENTER GUIDELINES

- Your poster will be displayed for the entire conference in the corridor outside of the exhibitors' room.
- Each poster will be mounted to a 30" × 40" display board. Please size your poster accordingly.
- Pushpins or binder clips will be provided to mount the poster to the display board.
- Poster display boards will be available starting at 1:00 pm on the Tuesday of the conference for set up. Posters are not assigned to a specific poster board, so choose any open panel for hanging your poster. Posters must be taken down by lunch on the Thursday of the conference.

- If desired, poster presenters should bring manila envelopes to tack informational handouts and/or contact information cards to the display panels. Tables will not be provided or permitted.
- All poster presenters should plan to be present at their poster to discuss their research and answer questions during the Scientific Poster Viewing Session on the Wednesday evening of the conference (check the program for the exact time).

POSTER NOTES FOR 2024

- Unfortunately, it will not be logistically possible to complete the poster slam this year, but be ready for this to come back next year!
- If enough student posters are submitted (minimum 3), student poster presenters will have their poster anonymously reviewed by a panel of judges and the winner of the student poster contest will be announced on the Thursday of the conference. Currently we only have one student poster submitted.