Presentation Guidelines

Speakers will be provided a 15-minute timeslot. It is recommended that the presentation portion of your talk be limited to 10 minutes, reserving the last five minutes for questions. The symposium committee will strictly limit your time to 15 minutes in order to provide enough time for all speakers. A moderator will give you a five-minute, and one-minute warning.

PowerPoint presentations are preferred. Slide shows (i.e. slide photography from carousels) are discouraged, and will need prior approval from the symposium committee to ensure equipment availability. If you feel it is appropriate, you may give a talk without visual aids. You may not use your own computer – all PowerPoint presentations must be submitted to the organizing committee by November 6, 2006. Acceptable methods to transmit your presentation will be posted at the symposium website. We may not be able to accommodate last-minute changes to your presentation.

Special arrangements must be made for any “unusual” requests. The symposium committee can not guarantee that all requests will be met. For example, the symposium committee discourages the use of video, interactive handouts, or any other unorthodox presentation method.

Treat your talk as if it were being given at a professional conference. Assume the audience has a broad, scientific knowledge and is capable of understanding your complex research. Be sure to explain the highly specific details of your research as you would at any other professional conference. Avoid thanking field technicians, support staff, your spouse, best friend, etc – do not dilute the scientific impact of your talk.