

82nd MIDWEST FISH & WILDLIFE CONFERENCE

Fish & Wildlife Stewardship in Working Landscapes

February 13–16, 2022 • Des Moines, Iowa



PRESENTER GUIDELINES

We are designing this meeting to be a hybrid event to allow for those unable to travel to be able to participate and present remotely/virtually. We will be using a platform called “Whoova” to deliver online content and to serve as the conference site for participation and interaction.

- ★ For **in-person presenters** please review the specific guidelines below on providing your talk on a flash drive to the Speaker Ready Room.
- ★ For **virtual/remote presenters**, you will be required to submit a pre-recording of your presentation and then must be available for live Q&A during your designated presentation time. Instructions for recording and submitting your video file are provided in this document.

Please read carefully and contact us if you have any questions. Thank you in advance for your participation!

ORAL PRESENTATION GUIDELINES: (In Person Presentation)

TIMING:

Please review the schedule online for a confirmation of the date/time/length of your presentation. Unless otherwise arranged with symposium organizers or program co-chairs, oral presentation speakers will be allowed 20 minutes for their presentation - **this includes time for Q & A.** Typically 15 minutes for presentations will allow time for questions and the transition between speakers. Each session will be assigned a moderator to assist with speaker transitions and to keep the sessions on schedule. Transition time between speakers will be very brief, so you are required to adhere to this schedule.

AV EQUIPMENT:

Each meeting room will be equipped with a data projector, wireless clicker, screen, and laptop with Microsoft Office 2013 (which will provide backward compatibility for earlier versions of MS Office -2010, 2007, 2003 and 2002 {XP}). Laptops will also have a PDF reader and at least one Web Browser. The projector is 4:3 native but will scale to 16:9 aspect ratio as well.

Note: The conference will not support "Mac" computers or software. Mac users need to be sure their presentations are Windows or PowerPoint compatible.

PRESENTER CHECK-IN ONSITE/SPEAKER READY ROOM:

All presenters must drop off a copy of their presentation to the **Speaker Ready Room**. **Plan to arrive and check in here prior to your scheduled presentation time: for morning sessions, presentations must be loaded no later than 3:00 PM the day before; for afternoon sessions, no later than 10:00 AM the day of.** The Conference AV Staff will distribute all presentations to the appropriate meeting rooms before the sessions begin. Please do not show up for your presentation expecting to be able to

load your file onto the meeting room laptop at the last minute. We cannot guarantee that presentations will get properly uploaded if you wait until the start of your session. If you plan on using video or audio as part of your presentation, you must test your presentation on the conference computer. You should not plan on hyperlinking to a website to present video or audio, embed the content directly into your Powerpoint presentation.

*****UPLOADING TALKS:** Please bring your presentation to the conference on: flash drive/data stick **clearly labelled in the following format: lastname_session; example Jones_Symposium 2.**

ORAL PRESENTATION GUIDELINES: (Virtual Presentation)

For **virtual/remote presenters**, please submit a pre-recording of your presentation no later than **Monday, February 6th**. This recording will be provided to the Session Moderator to play during your scheduled presentation time. You will also need to join the session via the zoom link to be available for live Q&A.

Follow these instructions for presenting remotely, and for recording and submitting your video file:

- 1 Contact Event Organizer (meg@delaneymeetingevent.com) to confirm that you will be a virtual presenter so we'll know what to expect.
- 2 Pre-record your presentation using a recording software of your choice. There are a variety of methods you can use: Zoom, Skype, GotoMeeting, Open Broadcaster Software (OBS), or PowerPoint. Here are links to some how-to videos and online guides. Aside from these, you can also search **YouTube or Google** for additional methods.
 - Zoom self-record Step-by-Step Guide: <https://youtu.be/1f9goDHiNic>
 - Microsoft PowerPoint (with audio):
<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>
- 3 The recording should be a maximum of 15 minutes to allow time for Q&A.
- 4 Once recorded, export the video as a 1080p or 720p .mp4 and change the file name to **LAST NAME, FIRST NAME_SESSION** (example: SMITH, John_Symposium02)
- 5 Upload the .mp4 file to this Google share folder:
https://drive.google.com/drive/folders/1BOQca5Apc_VcvmJZbbfLxPy7z7eQUI8O?usp=sharing
- 5 Submit no later than **Monday, February 6th**.

POSTER PRESENTATION GUIDELINES: (In Person)

For those planning an in-person poster, the Poster Session is scheduled for **Tuesday, February 15, from 6:00 PM – 8:00 PM**. Additionally, there will be a virtual Poster Gallery and you will be expected to upload a poster in this online gallery for attendees to view on demand.

EQUIPMENT/POSTER SPECIFICATIONS

Poster presenters will be sharing a two-sided, 8-foot wide, free-standing bulletin board. Each stand will display four posters, two posters on each side of the board. Please design your poster to **a maximum size of 44" by 44"** - your poster cannot exceed these dimensions. Push pins will be supplied. Posters will be assigned a # for example P01. You will be asked to set up your poster on the board as indicated by this assignment.

TIMING:

SET UP: Beginning on Monday you will be able to set up your poster and it must be completed before the social on Tuesday evening.

The **Poster Session & Social** is scheduled for **Tuesday, February 15, from 6:00 PM – 8:00 PM**. All presenting authors are expected to be at their poster during that time to discuss their work and answer any questions from attendees.

TEAR DOWN: Please remove your poster **NO LATER THAN 10:30 a.m.** on Wednesday.

NOTE: If you do not remove your poster by the time indicated, your poster will be discarded.

VIRTUAL POSTER GALLERY: See below for details on submitting a poster for virtual attendees.

PRACTICAL TIPS ON DESIGN:

- Use big text. Your poster's title should be large enough to reach from approximately 10 feet away. A recommended font size for a title is 84 pt.
- Keep posters visual. Let graphics and images tell the story.
- An effective poster will engage colleagues in conversation.
- A great resource for preparing an effective poster is available at: <http://www.ncsu.edu/project/posters>

POSTER PRESENTATION GUIDELINES: (Virtual Poster Gallery)

Virtual Poster Gallery:

One feature of Whova is a Poster Gallery where the primary presenter for each poster will have the option to build their own Poster Page including a PDF of the poster, and other supporting items such as handouts, a video recording, and images. Attendees will then be able to go to the gallery and view the various pages, provide comments, ask questions, and request face to face meetings with the authors. Prior to the conference, primary presenters will receive an email from the event organizers with an invitation to log into poster portal.

How to Build Your Poster Page

Primary/Presenting Authors will receive an email from event organizers inviting you to log into a poster portal. You will need to set up a log in and password and then you can then begin uploading the items you want to include on your poster page. You are welcome to go into your portal and make updates as many as time as you need to.

The deadline to have this completed is Monday, February 6, 2022

Upload the Following Assets

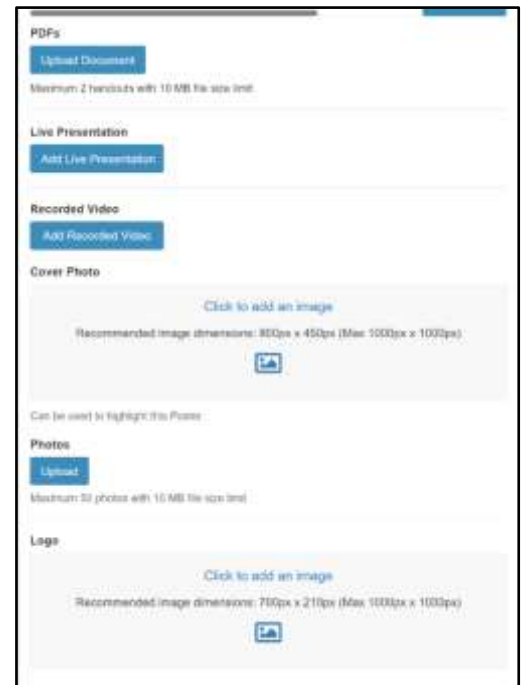
PDF of poster (10 MB limit); Maximum 2 handouts with 10 MB file size limit

Recorded video – upload link to a 2-5 minute presentation of your poster; (optional) Needs to be a link on a hosting platform, not an MP4 (or similar) file. Add link of your recording using YouTube or Vimeo.

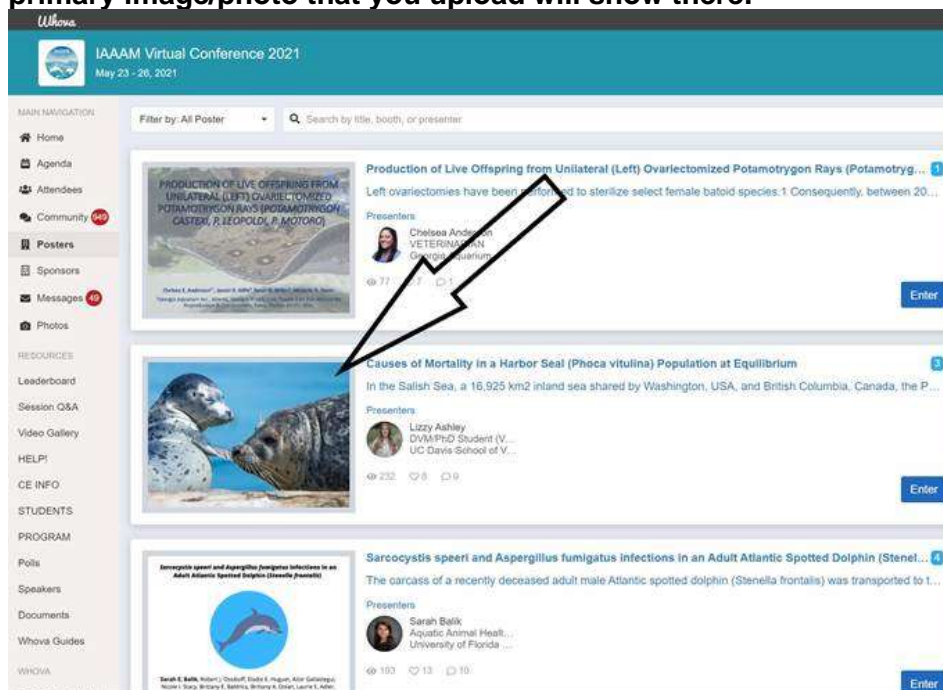
Cover photo; primary image used to highlight the poster. Recommended image dimensions: 800px x 450px (Max 1000px x 1000px);

Photos: (optional) Additional images; Maximum 50 photos with 10 MB file size limit

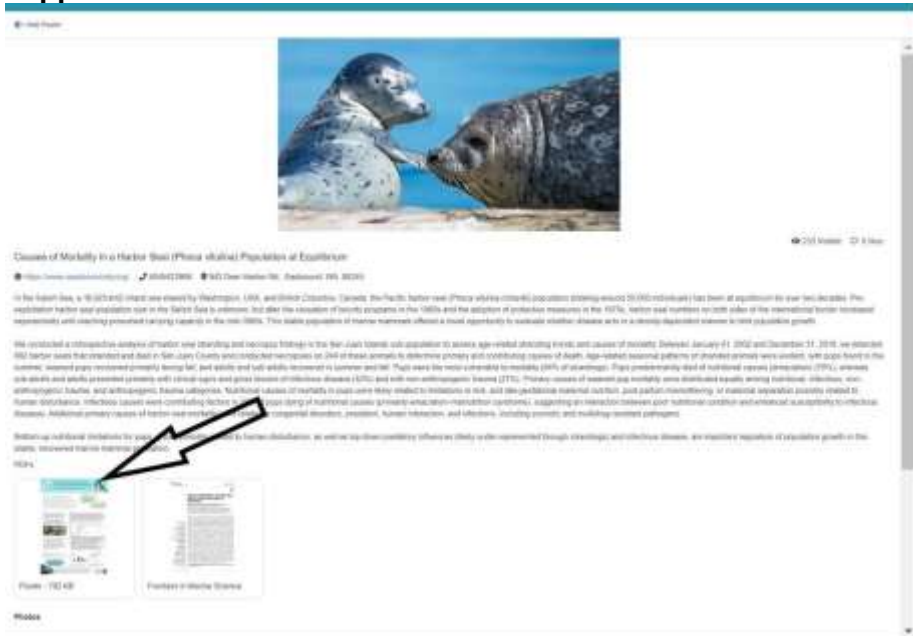
You can ignore the “**Live Presentation**” task, we will not be utilizing that feature for this event.



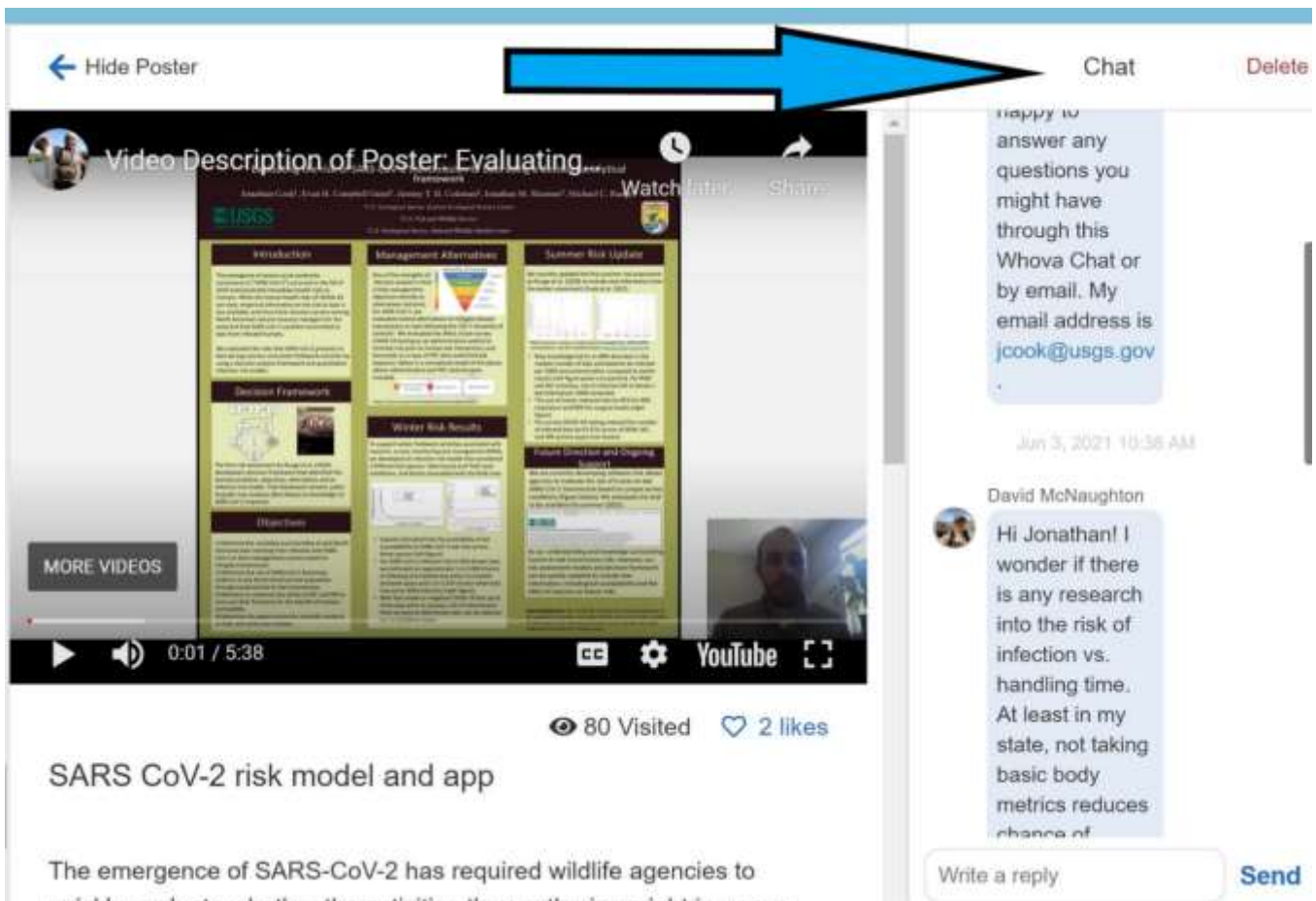
Once attendees click on “Posters” in the left navigation it will bring up the list of posters. The primary image/photo that you upload will show there:



Then once an attendee clicks “Enter” to check out the actual poster details, that’s where they will see the rest of the information you upload; including a pdf of the actual poster and any other supplemental materials.



Attendees can use the “Chat” function to type in questions:



SPEAKER GALLERY

One feature of Whova is a **Speaker Gallery** where all presenters can create a profile and upload a bio, photo, links to social media sites, polls, and pdf documents. All of the attendees will have access to the gallery, and will be able to view whatever you have uploaded to share.

You will receive an email from the event organizers inviting you to log into your speaker portal and set up a log in and password. You can then complete the information required. **The deadline to have finalized will be Monday, February 6th.**

Questions:

If you have any questions or concerns about the information in this toolkit, please contact Meg Boera, at Delaney Meeting & Event Management by emailing meg@delaneymeetingevent.com or calling 802-448-9065.