

Presentation Guidelines for Western Society of Malacologists 2015

Oral Presentations

- Presenting authors must be registered for the meeting
- Electronic PowerPoint or PDF presentations are the only accepted forms for oral presentation
- The electronic projection equipment provided in the meeting lecture hall will include a computer equipped with Windows XP or above and PowerPoint 2007 or above. If you are a Macintosh user, test your presentation on a PC to verify if it converts to WINDOWS format accurately. There will **NOT** be any MAC equipment available.
- The presenting authors will not be able to use their own computers

Slides preparation reminders

- Your presentation will last for 15 min (12 min + 3 min for questions & answers)
- Use horizontal position (landscape setup) for all PowerPoint slides.
- Lettering and numbering on your PowerPoint presentation must be readable from the back of the lecture hall.
- Pre-meeting rehearsal by presenters is highly recommended to ensure that the talk finishes on time and the message is clear. Review your presentation on different computers to ensure the backgrounds, transitions, graphics and linked images appear properly.

At the meeting

- Upload your presentation until 17:00 h (5 p.m.) the day before your talk. If you are presenting on Friday, June 26th, please upload your presentation prior to the first talks of the day.
- Name your PowerPoint file as follows: day month time name
Example: 25 Jun 1100 am Naranjo.pptx
- Be in the session room at least 15 minutes before the beginning of your session and introduce yourself to the Session Chair.
Stay on schedule (12+3 min). The Session Chair has been instructed to require every speaker to finish on time.

Poster Presentation reminders

- Presenting authors **MUST** be registered for the meeting
- It is recommended that your poster be 48" x 36" (122 cm wide x 90 cm high (Landscape orientation)).
- Please check to the Final Program for the poster board number assigned to you. Please use the board with the same number.
- Allocate the top of the poster for the title and authors as in the abstract.

- The text, illustrations, etc should be large enough to be read from 2 m away (6 feet). Minimum font size for all text should be 24 pt.
- Use bullets and keep text to a minimum.
- In the planning of your poster presentation, remember that the poster will be available for viewing and discussion for several hours. The poster should be interpretable without oral explanation.
- Equipment for hanging your poster will be available.

Tips for Poster Presenters:

- Provide an envelope where people can leave their business cards for requests for more information. If possible, also provide hand-outs of your poster and your own business card.
- Presenting authors are required to stand next to their posters for discussion during the dedicated poster session.
- The organizers are not responsible for any posters that have not been removed by the end of the day.