Poster Presenter Guide
2017 ICAFS/ICTWS Annual Meeting

Overview
The Poster Presentation session details and timing will be coming soon, however at least one of the authors should be at the poster during the poster session. Please follow the directions below to ensure a successful presentation.

Poster Setup
Posters will be set up on Tuesday, February 28th between 5:00 pm and 9:00 pm and will be in one room for the duration of the meeting. Posters will be mounted on a wall. Pushpins and tape will be provided to mount your poster

Poster Removal
Posters must be reclaimed by the end of the meeting (noon on Friday, March 3). Any poster not removed by this time will be disposed of.

Poster Preparation Guidelines
A poster presentation consists of a visual display mounted on a fiberboard background combined with an interpersonal question and answer period. The content of an effective poster presentation should be direct, focused, and concise.

Posters must be no larger than 36 inches (0.91m) high and 48 inches (1.2m) wide. Do not mount your poster on thick poster board as it may be too heavy for pushpins.
Posters need to contain succinct headings that organize and logically display the information. Graphics should be explicit and brief. Elaboration is best done verbally just as if it were an oral presentation using slides. A short and legible Introduction and Summary of Conclusions are essential.   The poster display should focus on:

- Hypothesis or Objective
- Methods
- Results or Outcomes
- Keep text and figure legends explicit and brief

Readability
Poster sessions are viewed by a large audience. To accommodate a group at a single poster presentation, the font size must be large enough to be legible at a distance of approximately 6 feet. Choose a simple and clear font. The weight of the font (the thickness of each letter) must be medium or bold. Below are guidelines for font size for viewing at various distances.

To be legible at	Use:
6ft	30pt
10ft	48pt
12ft	60pt
14ft	72pt

Poster Presentation Contact
Please contact Helen Neville hneville@tu.org or Anna Owsiak anna.owsiak@idfg.idaho.gov with any questions

Oral Presenter Guide
2017 ICAFS/ICTWS Annual Meeting

Overview
Oral presentations will be given on Thursday, March 2 and Friday, March 3, 2017.   Please follow the direction below to ensure a successful presentation.

Presentation Design Requirements
- The onsite computers use MS Office 2010 PowerPoint format for computer projection.
- If you use an older version of PowerPoint, be aware that some graphics, colors or fonts may change.
- **Presentation slides must be a 4:3 aspect. This is the default for Office 2010 and older. Office 2013 defaults to the 16:9 aspect which will not be accepted this year. It is recommended to change this aspect before you design your talk. To change the aspect of your talk, go under the Design tab and click on the arrow next to Slide Size and choose '4:3'.**

Using Videos in Your Presentation:
- Video files must be in ".AVI" format.
- If you have any ".AVI" files in your presentation, they must be saved with the ".PPT" (PowerPoint) file in ONE folder for this specific presentation. Even if you have them embedded, please include a copy of the video along with your .ppt file.

If You Use a MAC System:
- You need to save ALL portions of the PowerPoint presentation to PC format.
- Photos should be saved to PC format through Photoshop or similar format. Not doing so risks the possibility that your photos will not display in your talk.
- All portions of your MAC PowerPoint presentation must be saved in PC format so that the onsite PC computers will be able to open your files.
- If you have any questions please contact us at: AV@Idahoafs.org

Uploading Your Presentation File
Oral presenters must upload their electronic presentations (PowerPoint presentations) through the Presenter Portal.   The link to the Presenter Portal, the user name and password information is below.   Electronic presentations must be uploaded by **February 26, 2017 at 5:00 PM**.

The link is https://www.dropbox.com/home#!/home.
The email to sign in is AV@idahoafs.org
Password is: 2017afstws

Presenters can preview their presentations at the annual meeting by visiting the media center which will be located adjacent to the registration table.   The media center hours will be:

Tuesday, February 28	2:00 PM – 6:00 PM
Wednesday, March 1	7:00 AM – 4:00 PM
Thursday, March 2	7:00 AM – 4:00 PM
Friday, March 3	7:00 AM – 9:00 AM

Presentation Length
All general session presentations are 20 minutes. Three things happen during this time period: the speaker introduction by the moderator (1 minute), the presentation (15-16 minutes), and the question and answer period (3-4 minutes).

Presenters will not be allowed to go over the 20-minute time limit. Since it is essential that we maintain the meeting schedule and keep the concurrent sessions synchronized all presentations must start and end on time

with no exceptions. The moderator will notify you at 15 minutes. You will be asked to leave the podium at 20 minutes!

Coordinating with the Moderator
A moderator will conduct each session. Please provide your moderator with a brief, one-paragraph biography that the moderator can use to introduce you. The biography should include: current position, organization, educational background, interests, and any other pertinent information.

Presentation Guidelines
You will be speaking from a podium-mounted computer and microphone. You are encouraged to familiarize yourself with the computer, microphone, and laser-pointer **prior** to giving your presentation.

Oral presentations should generally contain the following elements: introduction, objectives, methods, results, and conclusions/implications. Make sure to clearly state your objectives. Avoid unnecessary detail in the methods unless the methodology is the central topic of your talk. Primarily discuss the results and conclusions/implications. The conclusions/implications should relate back to the objectives.

Oral Presentation Contact
Presenters who need more information or assistance should contact the following:

Oral Presentations (general): Helen Neville (hneville@tu.org) or Anna Owsiak (anna.owsiak@idfg.idaho.gov)
Oral Presentations (electronic upload): Kristi Stevenson (Kristi.stevenson@idfg.idaho.gov)

Ignite Presenter Guide
2017 ICAFS/ICTWS Annual Meeting

Overview
Ignite talks take this idea one step further by automating slide progression and condensing the talk to 5 minutes!

Topics can be inspirational, funny, or informative but all should strive to be engaging and entertaining. Maybe you want to update the membership on the good work of a specific group in the State or maybe you have figured out a better mouse trap, the possibilities are endless. Please consider participating to make our Ignite session successful!

Ignite Rules
- 20 slides – no more, no less
- 5 minutes – each slide displays for 15 seconds --- 15 seconds x 20 slides = a 5 minute presentation
- No animation (videos, giphys, etc.)

  NOTE: If you are unable to follow these rules or have a special request, contact us so we can figure out how to best accommodate your particular needs.

Ignite Slideshow Tips
A slideshow is a tool that helps enhance your presentation.   Here are a few tips to make your slideshow great!
- **Keep it Simple.** Use relevant images/photos and a few key words to capture the idea you're trying to convey.
- **Bullets and Text.**   Avoid using lots of text.   If necessary, use brief 1-3 word statements.
- **Timing.**   Slides advance every 15 seconds, so avoid cramming too many topics across multiple slides. You have 20 slides, so don't be afraid to use them.

- **Image Credit.** Give credit where credit is due by naming the image owner.   If an image is copyrighted, then get permission from the image owner before using it.
- **Final Suggestion Slide.** We highly recommend that your last slide be a "Next Steps" or Call to Action slide.   It can be anything that pertains to your presentation.

New to the Ignite Format?
Follow the link below for more information.

New to the Ignite format: http://www.slideshare.net/IgnitePhoenix/ignite-presentation-tips-1524584

Why give an Ignite talk? https://www.youtube.com/watch?v=yGENcskRGRk#t=88

Want to see some example Ignite presentations? http://igniteshow.com/