Presenter Instructions – 2019 Cal-IPC Symposium

Symposium Information: https://www.cal-ipc.org/resources/symposium/

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Logistics Contact: Manager of Communications & Marketing Claire Meyler, cmeyler@cal-ipc.org

Important Dates

Aug. 1: Early-bird registration deadline (price increases after this date). Presenters must pay for registration. One person per talk or poster receives a presenter discount of $25. Student registration is significantly discounted. See Symposium webpage.

Sept. 13: Deadline for making reservations at our discounted rates for the Mission Inn. Our reserved room block is limited, first come first served. See Symposium webpage.

Oct. 16-17: Turn in your talk/poster file at the Speakers' Table during registration periods. No talks can be turned in after the first break of the day. Set up posters in the exhibit area.

Important Information for Speakers

o **Length of talk:** Unless otherwise noted, talks have 20-minute time slots, allowing for a 15-minute talk with 3 minutes of questions. Session moderators and timekeepers will keep sessions on schedule.

o **File format:** We use PowerPoint (PC format) for presentations. If you use a Mac, please check your presentation on a PC. If you have a new version of PowerPoint, please make sure your presentation is compatible with older versions (such as Office 2007). If your talk is prepared using a program other than PowerPoint, please save it as a PDF. Mac users may want to save a PDF to reduce the chance of problems with graphics and type.

o **Filename convention:** Name your presentation file in the following format: "SessionNumber_LastName.ppt" (ex. "6_Smith.ppt"). Session numbers are available in the Preliminary Program.

o **Turning in your file:** At the Symposium, bring your file to the Presenters' Table on a USB drive during registration the day you are speaking (see Program for registration periods). If you anticipate not being able to do this, please contact us at symposium@cal-ipc.org prior to the Symposium to make other arrangements.

o **Permission to post your talk:** PDF files of talks are posted online in the Cal-IPC Symposium archive as a resource for other land managers. Let us know when you turn your talk in If you do not want it posted.

Important Information for Poster Presenters

o **Size of poster:** We provide a 30" x 40" piece of foam core, binder clips, and an easel. Please size your poster accordingly.

o **Set up:** Put up your poster during registration on the first morning. Posters will be displayed throughout the Symposium. Presenters should be at their posters during the designated poster session.

o **Turning in your file:** PDF files of posters are posted online in our Symposium archive as a resource for other land managers. At the Symposium, bring a PDF of your poster to the Presenters' Table on a USB drive during a registration period (see Preliminary Program). Or you can email it to us at symposium@cal-ipc.org.

Student Paper and Poster Contest

o Student Contest talks and posters will be judged on quality of work, presentation, and responses to questions.

o Winners will be announced at the beginning of the final plenary session on Thursday afternoon.