

# Oral Presenter Guide

## For Presentations at the Illinois Chapter of The Wildlife Society Annual Meetings

### Presentation Format

- Have your presentation in a current PowerPoint format. Check with the A/V coordinator at the meeting to make sure it will work. That is the presenter's responsibility.

### Uploading Your Presentation

- Please coordinate with a member of the ILTWS Executive Committee or the A/V coordinator prior to the session you are presenting in to upload your file to the computer system.
- Please bring your presentation to the meeting on a jump/thumb drive.
- Please include your name at the beginning of the stored presentation filename so it can be easily located by the A/V person during the meeting.

### *Note!* - If You Use a MAC/Apple 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.

### 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 (14 minutes), and the question and answer period (5 minutes).
- *Presenters will not be allowed to go over the 20-minute time limit.* Since it is essential that we maintain the meeting schedule, all presentations must start and end on time with no exceptions. The moderator will notify you at 12 minutes by flashing a 3 minutes remaining card. At 14 minutes you will see a "Wrap Up" card. Any time you continue your presentation over 15 minutes will reduce your time for important questions and answers. *You will be asked to leave the podium at 20 minutes! PRACTICE!!*

### Coordinating with the Moderator

- A moderator will conduct each session. Please provide your moderator with a very brief, one-paragraph (2-3 sentences) biography that the moderator can use to introduce you, *if you did not submit one with your abstract*. The biography should include: current position, organization, educational background, interests, and other very brief pertinent information.

### Presentation Guidelines

- You will be speaking from a podium, with a laser pointer/slide advancer, and using a clip-on or podium mounted microphone depending on availability at the venue. You are encouraged to familiarize yourself with the devices **prior** to giving your presentation. If using a podium mounted microphone, do not turn away from it to speak toward the screen.

- DO NOT use tables or other figures with details or font size too small for even the most distant in the room to see. Apologizing for unreadable tables or figures is a sign of poor preparation.
- 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.
- Fun Note: Learn to correctly pronounce this word frequently used in wildlife research and management. TEMPORAL - <https://www.youtube.com/watch?v=o6XGdZzyf9g>  
Reminder - there is nothing POOR about TEMPORAL.

### Oral Presentation Contact

- Contact either of the current ICTWS Councilpersons for assistance or if there are questions.