



2023 FLARE Annual Meeting ORAL PRESENTATION GUIDELINES

ADVANCED SUBMISSION

Please read the following in its entirety, as this document contains critical information about the requirements for your 2023 FLARE Annual Meeting oral presentation.

It is **critical** that we receive your submission in advance. This will help us ensure that your file opens without issue and help us to start all sessions on time. Please submit your presentation **absolutely no later than October 11th**.

1. Title your presentation using the file name: Lastname_Firstname_SubmissionID# (e.g., Wanbaugh_Brian_1).
 - a. Please note: Your submission ID number will be the same as your abstract submission on Oxford Abstracts. Please review your abstract acceptance notification to find your ID. If you do not know your number, please contact us at flare@nd.edu
2. [Upload your presentation via this Google Form](#).
3. Bring a copy of your presentation to the conference on a USB as a backup.

Please note:

- A Google account (free) is required to submit with this form. If your country has firewall constraints, please contact conference organizers for alternate submission options.
- No presentations will be accepted by email (unless approved by FLARE organizers).
- Poster presenters do not need to submit their poster presentation (see separate poster guidelines).

STRICT PRESENTATION LENGTH POLICY

- Oral presentations are 10-12 minutes.
- Lightning talks are 5-6 minutes.
- Either a FLARE Resource Team Member or the moderator will hold up a time card when 2 minutes remain, when 30 seconds remain, and when you absolutely must STOP.

THANK YOU for adhering to your allotted time so that each presenter has equal time to share their work and everyone can engage in productive discussion at the end of the session.

General Guidelines for Presentations

1. PPT, PPTX, or PDF format.
2. Prepare your presentation as a single file to run on a PC with Windows operating system. Apple computers may not be available and **personal computers cannot be used**.
3. Presentations will be stored in Password-protected Google Folders, accessible on conference room computers, by CIFOR-ICRAF IT staff, session moderators and/or FLARE organizers.
4. Remember your presentation is limited to 10-12 minutes for oral or 5-6 minutes for lightning talks. If you encounter technical problems, the moderator will decide how to best move forward.

Production of Presentations

1. As a general rule, *FLARE suggests 1 slide per minute*. Structure is up to you, but consider for a 10-12 minute presentation:
 - a) Title slide - Name, affiliation, presentation title
 - b) 1 slide with the hypothesis or question you will talk about
 - c) 3-4 slides covering the “meat” of your work
 - d) 1 or 2 slides that summarize the work and offer points of discussion
 - e) 1 conclusion slide
 - f) 1 thank you/acknowledgements/contact slide
2. Keep visual aids simple. Convey only one idea per table, figure, or title slide. Figures from publications, theses, or dissertations normally do not make good PowerPoint slides. Too much detail detracts from the primary message. Use appropriate blank space.
3. Text on title slides should be restricted to 7 lines. Go for big and easy to read.
4. Use Arial or Times New Roman fonts for all slides. **Bold type may be effective on title slides**. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers. *Saving a presentation with embedded fonts increases the file size of your presentation.*
5. Use appropriate and compatible colors. Avoid white backgrounds. Color combinations with pleasing contrasts are preferable (e.g. white or yellow type on a blue background, and yellow type on a green background). Avoid dark slides and overly dark backgrounds. *Color blind people cannot distinguish between red and green.*
6. To reduce the size of your file, consider:
 - a) cropping images in an image processing package, not in PowerPoint, and then inserting them into your presentation
 - b) saving images in Portable Network Graphics (PNG) format
 - c) if possible, reducing the resolution of pictures. Resolutions greater than 120 dpi do not improve the projected image, but do bloat file size and slow presentation loading time. This can be done on any picture in your PowerPoint; right click on a picture and select Format Picture→ Compress, then check the boxes to select “ALL pictures in document” and for “Web/Screen display.” This will allow easier upload and a good resolution.
7. Try not to read from a text, but if you must, make sure the text is written in spoken English (which is different, and less formal, than written English).
8. Practice your talk beforehand to make sure you’ve got the timing right.

At the conference

1. Arrive at your session at least **5 minutes prior to the beginning of the session** (not your presentation). Upon arrival, check-in with the session moderator. If you do not check in prior to your session's start time, your moderator may assume you are not attending and your presentation may be skipped.
2. Each session room will be equipped with a PC computer and a projector. You will advance your own slides.
3. Depending on what the presenters and the moderator agree upon, the Q&A might be after your presentation, after the entire group has presented, or both.