2022 FLARE Annual Meeting
ORAL PRESENTATION GUIDELINES

<u>**ADVANCED SUBMISSION**</u>

Please read the following in its entirety, as this document contains critical information about the requirements for your 2022 FLARE Annual Meeting 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 THURSDAY, OCTOBER 6th**.

1. Title your presentation using the file name LastnameFirstname (e.g., HopperJane).
2. Upload your presentation via this [Google Form](#).
3. Please include the Abstract Submission number you received from your Abstract Acceptance letter in the Google Form. If you are unsure of or unable to find your submission number, please leave the answer section blank.
4. Bring a copy of your presentation to the conference on a USB.

*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.
- A FLARE Resource Team Member will hold up a time card when 2 minutes remain, when 30 seconds remain, and when you absolutely must STOP.
- 2-3 minutes will be allocated after each presentation for questions and answers. At least 15 minutes is allocated at the end of each session for general discussion.

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 are not available and **personal computers cannot be used**. Presentations will be stored in Password-protected Google Folders, accessible on conference room computers, by conference resource team members only.
3. Remember your presentation is limited to 10-12 (oral) or 5-6 (lightning) minutes and questions will be taken after all presentations are complete. You will not be able to extend your time if you have technical problems during your talk.

Production of Presentations

1. As a general rule, *we suggest 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) 1-2 slides with the question and/or hypothesis you will talk about and motivation for your presentation
   c) 3-4 slides covering the main substance 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. Lightning talks can follow the above formula, but should include considerably fewer slides. Lightning talks are meant to pique audience interest and generate discussion, so keep that in mind– they need not, and indeed cannot be as comprehensive as regular presentations.
3. 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.
4. Text on title slides should be restricted to 7 lines. Go for big and easy to read.
5. Use consistent fonts (Arial or Times New Roman recommended) for all slides. Bold type may be effective on title slides. This suggestion is meant 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.

6. Use appropriate and compatible colors. Color combinations with pleasing contrasts are preferable.. Please seek to make your presentation friendly to c*olor blind people who cannot, e.g., distinguish between red and green.*

7. 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.

8. 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).

9. Practice your talk beforehand to make sure you've got the timing right.

At the conference

1. Arrive at your session *10 minutes prior to the beginning of the session* (not your presentation). Check-in with the session moderator or FLARE resource team member. If you do not check in at least 10 minutes prior to your session's start time, your moderator may assume you are not attending and your presentation may be removed from the queue.

2. Each session room will be equipped with a PC computer and a projector. You will advance your own slides.

3. At the end of your presentation, please sit at one of the chairs provided on the stage and await the Q&A at the end of the session.