



Symposium Presenter Guidelines

Thank you for offering to make a presentation at the 2018 Mat-Su Salmon Science and Conservation Symposium! We provide the following guidance to ensure a productive and professional meeting that maximizes interaction between Symposium presenters and participants while minimizing technical problems. Abstract submissions are due by October 8. Please note that submitting an abstract does not guarantee a slot on the agenda. You will be contacted by October 15 regarding your presentation.

Schedule: The Symposium runs from 9am – 4pm on November 14 and 15. Symposium registration is \$25 per day. This includes lunch, snacks and refreshments. The draft agenda is subject to change but we will notify you as soon as possible if we need to shift your presentation. We will try to accommodate restrictions in personal schedules as much as possible.

Location: The Symposium is held at the Palmer Community Center (Depot) located at 610 S. Valley Way in Palmer.

Presentations

You are invited to share highlights of your current science or conservation projects related to Mat-Su watersheds, salmon habitat, or salmon. We also invite recipients of NFHP funding to share their project. You can present orally or with a poster. Posters will be temporarily mounted and displayed on November 14 and 15, with one Poster Session for authors to answer questions at their posters on November 14.

Timing: Each oral presenter is provided with 12 minutes to engage the audience. It is amazing what can be said in 12 minutes to communicate the essence of your research findings and questions, and to lure people to learn more by contacting you during a break or later this fall. We recognize that it is a challenge to provide just ‘a taste’ of your work and appreciate the effort to distill the key messages. To facilitate your sense of timing, you will be advised by signs noting: 3 minutes remaining, 1 minute remaining and Time Up. Each presentation will be followed by a 3 minute Question and Answer period.

Intent: The presentations will function as catalysts for connections, leading to a more coherent understanding of work in the Mat-Su Basin. It’s an ambitious agenda! Note that an abstract with presenter contact information will be included in the Symposium book for participants.

Follow-up: Presentations will be converted to PDF format and posted online for participants and the public after the Symposium. When developing your presentation, consider adding slides instead of layering information on one slide, so that everything is retained in the PDF conversion. If you do not want to have your PowerPoint presentation posted, please let Partnership Coordinator Jessica Speed or Kelly Pierson know by the end of the Symposium.

Format: PowerPoint presentations are optional. If you wish to project with another software or another medium, **please advise symposium contact person as soon as possible.**



We anticipate that most presentations will be in PowerPoint and we strongly encourage you to **send us your presentation by noon Monday, November 12** so we can ensure that your fonts and photographs come through properly on our computers, and minimize risk of technical issues during the Symposium:

- If file is < 4 megabytes then email the presentation (.ppt) to matsusalmon@tnc.org.
- If file is > 4 megabytes then please compress the file before sending (ie. In PowerPoint, click on image, go into 'image toolbox', choose 'compress pictures' and follow options). Otherwise contact matsusalmon@tnc.org

If you cannot send your PPT file early, **please arrive by 8:30am on the day you present so we can load and test your presentation. Presentations submitted following this time will not be accepted.**

Symposium Contact and Info:

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