IASC 2015 Guidelines for
Full Presentations in Concurrent Session

Timing of Full Presentations -The schedule for IASC 2015 is exciting with many wonderful presenters scheduled to participate over the May 25-29 week.   The concurrent sessions are full so timing of your presentation is critical. Regular concurrent session presentations are to be **12-15 MINUTES IN LENGTH**. This timing will be strictly managed to ensure everyone in the session has equal time to participate and audiences have time for questions and discussion.   Presenters must upload their presentations in advance (see guidelines below) and arrive in the scheduled room at least 5 minutes prior to the start of their session. While we know that there is sometimes confusion and unforeseeable delays, presenters who have not uploaded their presentations or arrive late for their session may not be accommodated by the Chair of that session.

Timing of Ignite Presentations - This conference includes two sessions of Ignite Presentations. These presentations are to be **5 MINUTES IN LENGTH**. Presenters are encouraged to follow basic Pecha Kucha guidelines. PechaKucha 20x20 is a simple presentation format where you show 20 images, each for 20 seconds. The images advance automatically and you talk along to the images. More information is available on the following websites:
http://cte-blog.uwaterloo.ca/?p=2082
http://www.pechakucha.org

Guidelines on Style of Presentations

• IASC includes many different kinds of speakers and disciplinary perspectives in its global conferences. Many styles of presentations are thus welcome. However, please consider carefully structuring your presentation to make best use of your time and that of the audience. For example: What is the key question addressing, or argument you are making? How have you investigated at this question? What conclusions can you draw relevant to the commons, commons theory or to your specific research problem?
• Don't try and pack too much into your presentation and speak slowly (we have many presenters and audience members for whom English is not a first language – be respectful and speak clearly and slowly). Accordingly, choose your key messages carefully.
     o   Less is more - Try and get a few simple messages across;
     o   Consider the key information needed - avoid too much detail;
• Repeat your main messages more than once - your audience will sit through very many presentations during the conference – make sure they remember what yours was about!
• Practice your talk beforehand to make sure you've got the timing right;

Creating Effective Presentation Slides

• Don't overload slides; with too much text or too many colours/graphics;
• Keep graphs and tables simple, and make sure they are legible and appropriately labelled;
• Try not to read from your slides.   Prepare speaking note ahead of time.
• To maximise the opportunities for discussion, keep answers succinct

Guidelines for Uploading Presentations
Speaker Ready Room (Shaw Conference Centre - Salon 7)

The Shaw Conference Centre provides top-quality AV services and equipment in each of the concurrent session salons. For IASC 2015 to run smoothly and sessions keep on time, all presentations must be uploaded at least 3 hours in advance of your presentation in the Speaker Ready Room at the Shaw Conference Centre – Salon 7.

**To upload your presentation, save your file with your
NAME _ TITLE _ Session number**
(For example, *Parlee_Tracking Change in Wildlife Health_T3*)
**The file should be no larger than 50 MB and available on a USB hard drive.
Please bring to the Speaker Ready Room (Salon 7) at least
3 hours prior to your session to upload to the central AV system.**

Once uploaded, it will be delivered to your session location using PCs supplied in each room.

Technical Guidelines

To avoid problems with your presentation, please follow these guidelines:

1. Upload your presentation well in advance of your session. You can edit it onsite in the speaker ready room if necessary, and all files uploaded before the meeting will be inspected by our student volunteers to be sure that they will run smoothly on the rented equipment.

2. Do not exceed a presentation file of 50 MB. Files larger than this may not function properly or be slow to load and create delays.

3. Presentations must be in one of these supported file types:
   • PowerPoint (.ppt, .pps, .pptx, .ppsx)
   • Microsoft Word (.doc, .docx)
   • Portable document format (.pdf)
   • Upload audio in one of the .wmv or .avi formats. Other media formats may not be supported.

4. Use standardized Microsoft fonts, such as: Arial, Arial Black. Berlin Sans FB, Calibri, Comic Sans MS, Lucida Sans, Tahoma, Times New Roman, Verdana.

5. Remember the AV equipment runs on PC computers. If you are a MAC user, review your presentation on a PC (and save your presentation on your USB) from your PC to avoid technical problems known to occur between these two systems.

6. Avoid using transition sounds, and make sure that you don't have your presentation set for automatic slide advancement using a timer. It's best to advance slides "on click."