PRESENTATION GUIDANCE for the SETAC Midwest Chapter Annual Meeting March 2019

**Platform Presentation:**

- All platform presentations are scheduled for presenting on Friday, March 22 and Saturday morning, March 23.
- Presentations are 20 minutes in length (15 minutes plus 5 minutes for Q&A).
- Bring your PC compatible presentation on a USB flash drive and upload it at the Registration Desk in the morning of your talk between 8:00 - 8:30 AM. You may also e-mail it to thoang@luc.edu any time before March 21, 2019. Please make every effort to provide your presentation during this time so we can be prepared for the sessions.
- Presenters are required to use a digital projection of a PowerPoint presentation prepared for use with PowerPoint 2016 in a PC compatible format. If you have developed your presentation with an earlier version of PowerPoint, or have developed it on a Macintosh platform, it SHOULD project properly, but we encourage you to preview it on a PC with PowerPoint 2016 BEFORE arriving at the meeting to ensure that it will project properly. Here are some suggestions:
  1. Prepare your slides to communicate ideas, not details. If attendees want details, let them ask you in the Q&A period.
  2. Review your presentation on a different machine from which it was originally prepared to ensure the backgrounds, transitions, video clips, graphics, and linked images appear properly.
  3. Arrive early to introduce yourself to the moderator.

**Poster:**

- All posters are scheduled for presenting at the poster social from 5:00 PM to 7:30 PM on Friday, March 22.
- Presenters are responsible for preparing their posters and bring them to the meeting.
- Poster boards and clams to hold the poster will be provided. *Poster size should be 4 feet (48 in) x 4 feet (48 in).* A poster greater than this size will not properly fit the poster board.