

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.

