

4th International Fire Ecology & Management Congress: Fire as a Global Process

Directions for Oral Presentations

- 1: You are expected to provide a copy of your presentation at the time of check-in at the Registration table. A PowerPoint (please save as Microsoft PowerPoint 2003 version) file on a CD or thumb drive should be given to one of the volunteers at the registration desk so the presentation may be loaded onto the appropriate computer. Please save the file with your name, day, a.m. or p.m., and a keyword (e.g. Brown_Tuesday_a.m._FRI) to assist the organizers. The keyword will be particularly helpful if you are presenting more than one talk. If for some reason the presentation is not ready at the time of arrival at the Congress, please notify the volunteer at the registration desk. In these cases, the presentation must be received by a volunteer at the registration desk no later than the evening prior to the presentation. No programs will be loaded in the session rooms the day of the presentations!
- 2: A room behind the registration table will be set aside as the Speaker Ready Room and is available for practice from 0800-1600 Monday - Thursday.
- 3: The presentations begin on 25 minute intervals, with all concurrent sessions having the same start and end time. The moderator of each session will take 15-30 seconds to introduce you (name and affiliation) and then will turn it over to you. You will have 20 minutes for your presentation. The last 5 minutes of each presentation time slot is reserved for a few questions, a chance for the audience to move to another room if they so desire and for the next speaker's presentation to be pulled up on the computer.
- 4: Please introduce yourself to the moderator before the session begins and sit in the front of your session room.
- 5: When you begin, there is no need to reintroduce yourself, the other authors, or the title of your talk. This information should be on the title slide which will already be up on the screen.
- 6: The basic format of oral presentations is: Introduction, Statement of Objectives, Methods, Results, Discussion, Conclusions, Acknowledgments (if any), and questions. There is no need to make a slide with your talk outlined on it. If your presentation is regarding a research project both your field methods and statistical methods should be quickly outlined for the audience. Tables must be easy to read from the back of the room, so we recommend you keep them simple and not cut out of a publication or a thesis. A Literature Cited slide is not needed.
- 7: During the question period, we recommend you repeat the question for the audience to hear. Offer to further discuss a question after the session if time is limited.
- 8: Laser pointers and microphones will be available.
- 9: Turn off your cell phone.