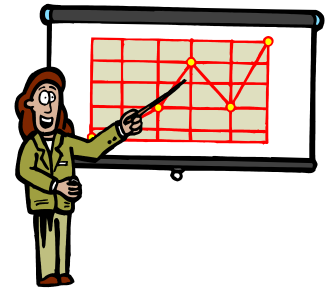




National Military Fish and Wildlife Association Meeting

GUIDELINES FOR ORAL PRESENTATIONS

PowerPoint Submission Deadline: March 5, 2012



Presentations will be posted on the NMFWA web page following the conference for later reference by attendees and colleagues. If you do not wish to have your presentation posted, please contact the [Dave Beckmann](mailto:dave.beckmann@centurytel.net) (IT Coordinator) at david.j.beckmann.civ@mail.mil or beckmann dj@centurytel.net.

Room Setup - Equipment and Support

1. Podium with microphone.
2. LCD projector and screen.
3. Laptop operating Microsoft Office PowerPoint 2007. **Mac computers will NOT be available.**
4. Laser pointer.
5. Remote slide advancer.
6. Presentation audio and internet/Wi-Fi support **is not** provided.
7. **No laptop will be at podium.** Volunteers will operate the laptop and prepare presentations (*Working Groups may provide their own laptop. Please coordinate with the IT Coordinator*).
8. Timer cards will be provided to session moderators.

Presentations - General

1. Presentations may only be given as PowerPoint presentations. No other audio-visual medium (e.g., slide, video, or overhead) or software is allowed.
2. Audio and internet/Wi-Fi options generally are not available and should not be used in your presentation. On occasion, special arrangements may be available directly through the hotel, but must be coordinated and paid for by the presenter. Contact the IT Coordinator for more information.
3. Your presentation is limited to 15 minutes plus 5 minutes for questions unless otherwise agreed upon with the Program Chair for longer presentation. You will not be able to extend your time if you have technical problems during your talk.
4. **Create or save your presentation as PowerPoint 2007 or earlier versions.** Prepare your presentation as a single PowerPoint file to run on an IBM compatible computer with Microsoft Office. **Save your file as a normal PowerPoint file (.ppt).** Do not save your file as a PowerPoint Show (.pps) file. If you are providing a presentation for one of the DoD Breakout Sessions, contact the session organizer to find out the version of PowerPoint they will be using. **Mac computers will NOT be available.**
5. **Presentations must be submitted in advance of the conference to check for software compatibility issues and to transfer to session laptops.** All PowerPoint presentations must be submitted **by March 5, 2012** at the link on the NMFWA presentation web page, <http://nmfwa.net/>. (**NOTE:** If you have not recently created a login account with NMFWA, you will need to do so before uploading your presentation). This link will have all of the instructions and tips required for you to successfully upload your presentation to the appropriate session folder.
6. **Name your file using the procedures listed below (Day_Session_Last Name of 1st author).** Changes to your presentation may be made through March 10, 2012. If updates are made after your presentation has been uploaded, include the word 'update' in the updated file name (i.e., **Mon_DoD-PARC_Smith_Update**). In

order to allow time for proper testing of all presentations, no changes will be permitted after that date without notifying the IT Coordinator.

Presentation Naming Procedure			
Day	Session	File Name	
Monday	DoD-PARC Implementation Workshop	Mon_DoD-PARC_LName	
Tuesday	Welcome and Policy	Tue_Wel_LName	
	USFWS Awards	Tue_USFWS_LName	
	Member Meeting	Tue_MemMtg_LName	
	BASH Technical Session	Tue_BASHTech_LName	
	Pollinator Working Group	Tue_PollWG_LName	
	Herpetology Working Group	Tue_HerpWG_LName	
	DoD Breakout		
	Backup copies. Presentations should be sent to Session Organizer. Check with the Session Organizer for software compatibility requirements.		
		Army	Tue_Army_LName
		Air Force	Tue_AF_LName
	Marines	Tue_Mar_LName	
	Navy	Tue_Navy_LName	
Wednesday	Law Enforcement Working Group	Wed_LawEnfWG_LName	
	Climate Change Technical Session	Wed_ClimTech_LName	
	Fish and Wildlife Recreation Technical Session	Wed_RecTech_LName	
	Bat Working Group	Wed_BatWG_LName	
	Invasive Species Working Group	Wed_InvWG_LName	
	Banquet	Wed_Banq_LName	
	NMFWA Awards	Wed_NMFWA_LName	
Thursday	Mitigation Banking	Thu_Mit_LNname	
	DoD PARC: Emerging Program for an Emerging Need	Thu_Emerg_LNname	
	Invasive Species Technical Session	Thu_InvTech_LName	
	Climate Change Working Group	Thu_ClimWG_LName	
	Fish and Wildlife Recreation Working Group	Thu_RecWG_LName	
	Fire Programs in DoD	Thu_Fire_LNname	
	DoD PIF Work (Technical?) Session	Thu_PIFTech_LName	
	BASH Working Group	Thu_BASHWG_LName	

7. **Bring a backup copy of your presentation to the conference on a CD or USB.** Make sure your CD and presentation file is properly labeled with the session name and the last name of the first author. As an additional backup measure, save an extra copy of your presentation on your web-accessible local server, if available.
8. Presentations will be loaded to laptop computers the evening before the designated session. **Speakers will not be allowed to make changes after this time.**

9. If you will not be using PowerPoint (no a/v support required), please inform the IT Coordinator. This will ensure all the presentations are accounted for prior to the sessions.
10. If you are unable to submit your presentation by the due date as a result of technical difficulties, special arrangements will need to be made with the IT Coordinator. Please contact Dave Beckmann at david.j.beckmann.civ@mail.mil or beckmann@centurytel.net or 608-388-5374 by **March 2, 2012**.

Advice on Production of PowerPoint Graphics

1. Keep visual aids simple. Convey only one idea per table, figure, or title slide. Figures from publications, theses, or dissertations normally do not make good PowerPoint slides. Too much detail detracts from the primary message of the slide. Use appropriate blank space.
2. Slides should be readable to the unaided eye. You may be speaking in a large room. Text on title slides should be restricted to 7 lines. BIG IS BEAUTIFUL and easy to read.
3. Use appropriate and compatible colors for type and backgrounds; don't be exotic. **Avoid white backgrounds.** Color combinations with pleasing contrasts are preferable. Examples of suggested combinations are: white or yellow type on a blue background, and yellow type on a green background. Do not use colors you have not tested before. Avoid dark slides and overly dark backgrounds. Remember that color blind people cannot distinguish between red and green. **Avoid using red text on blue background – about 15% of the population has problems seeing information with this color combination.**
4. Simple typefaces are preferable to fancy fonts. Bold type may be effective on title slides. **If using special fonts and characters, embed them into the presentation.**
5. Slides of scenes or organisms should clearly show what you want the audience to see.

Advice on Production of PowerPoint Presentations

1. Complicated presentations may not display the same way on the conference computer as on your own computer. Keep your presentations simple but informative.
2. Do all cropping of images in an image processing package, NOT in PowerPoint. Save the cropped image as an external file and then insert the image into your presentation. We suggest saving image files in Joint Photographic Experts Group (.jpg or .jpeg) or Portable Network Graphics (.png) format as these are space efficient and easiest to use formats in PowerPoint presentations.
3. Use Arial or Times New Roman fonts for all slides. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers. If you must use special fonts or characters, you will need to embed them into the presentation. You can embed any TrueType font that comes with Windows. Other TrueType fonts can be embedded only if they have no license restrictions. If a font can't be embedded (for example, it's not marked as being editable or installable), a message appears to tell you why. Saving a presentation with embedded fonts increases the file size of your presentation.
4. Keep your presentation as simple as possible to avoid hardware and software conflicts. Audio and video files, animated text, animated figures, superscripts, and subscripts cause most of the problems. **If using video or audio, please inform the IT Coordinator so the appropriate files are transferred and can be tested before the meeting.**
5. Check to be sure you are using the correct version of PowerPoint and Windows. See PowerPoint Presentations - General 2, above.