

2008 Congaree National Park Research Symposium
GUIDANCE FOR SPEAKERS

Thank you for agreeing to participate in the upcoming Research Symposium! We are looking forward to a very informative three-day event.

▪ **Conference Venue**

The 2008 Congaree National Park Research Symposium will be held at the Columbia Metropolitan Convention Center (1101 Lincoln Street, Columbia, SC 29201).

The opening session, keynote talks, invited talks and poster session will be held in the Richland Meeting Room on the first floor. (see www.nps.gov/cong - Event Location Information under “2008 Research Symposium” QUICKLINKS)

▪ **Facilities at the Columbia Metropolitan Convention Center**

The Richland Room is equipped with a digital projector and laptop (running Windows). The preferred medium for presentations is electronic projection from PowerPoint. If you plan to use media other than PowerPoint, please contact Theresa Thom (theresa_thom@nps.gov 803.695.0214) as soon as possible to arrange appropriate technological support. Please try to be present during the entire session in which your presentation is scheduled.

▪ **Presentation Time**

The presentation time for each talk is 15 minutes, including questions.

Moderators for each session will be strict about time limits. The moderator will hold up laminated cards showing a count down, with 5 minutes, 2 minutes and 1 minute remaining.

▪ **Transferring your Talk**

Please download your talk onto the conference laptop during morning registration (8:00 AM – 9:00 AM) or during lunch (12:00 PM-1:45 PM) prior to your scheduled session. NPS staff will assist you in transferring your talk.

You can transfer your talk using a USB memory stick or CD.

PLEASE INCLUDE YOUR NAME IN THE FILE NAME (e.g. Thom_symposium.ppt)

▪ **Meeting Proceedings**

PowerPoint presentations and published abstracts will be made available to those who request summaries from the meeting. If you do not want your PowerPoint talk included in this summary, please contact Theresa Thom (theresa_thom@nps.gov 803.695.0214)

Helpful Hints from Various Sources and Style Guides

- Care should be taken with slides that utilize animations – some animation schemes may not transfer correctly. Please check to make sure your slides function properly prior to your presentation.
- To avoid problems caused by poor conversion from one version of PowerPoint to other versions, please use the most current version of PowerPoint you have available.

- Presentations can be received on USB Memory Stick, CD (either in normal format or in zipped format). Please be sure to bring an extra copy just in case!
- Focus on one point at a time
- Make slides appropriate, and relevant.
- Limit text to five or six lines maximum for the purpose of legibility.
- A good model for a talk is to spend a roughly comparable time on:
 - Why you did the work (main motivation and background)
 - How you did it (essentials of the method)
 - What you found (main results)
 - What it means (main conclusions)
- Please consider including a summary slide, and allow time for questions.
- Note that red/green color-blindness is quite common.

Slides or Overheads are like billboards. They should be designed to make an impact quickly, and then it's on to the next one. Avoid long blocks of text -- each slide or overhead should be a hint, not the whole story. Whatever you do, it needs to be inviting.

Use color, type size and typeface style to create emphasis. Boldface works better than italic for this. Color helps to add interest to a slide and attract attention to the key word or phrase.

For slides, the Helvetica Condensed family of typefaces is recommended. This large family of type (four weights and four obliques) provides a lot of flexibility in deciding what style best suits your needs. Experiment with type size as well. Text can increase in size because of the compact design of Helvetica Condensed.

Remember that what previews well in your conference room may not be legible in a 1000 seat auditorium.

Avoid putting important information at the bottom of the slide. It can be difficult for some people to see the entire screen.

Have printed copies of your material for yourself when you give your presentation so that you do not have to keep looking back at the screen. This is disorienting for both you and the audience.

Include a title slide with the title of your presentation and your name. Duplicate this slide at the end of your talk so that you can display it during the Question and Answer portion of your presentation.

Pretend you are one of the people in your audience. Would this presentation excite you?