



## RRNW SPEAKER PRESENTATION GUIDELINES

The following guidelines describe the expectations of plenary presenters at the RRNW symposium.

### Prior to the Symposium

RRNW will send an email to each presenter with a link to their **Speaker's Corner**.

The **Speaker's Corner** is where you as the presenter can edit your contact information and presentation abstract; provide biographical information for speaker introductions; and upload your actual (.ppt) presentation. This information will be published in the Digital Binder (RRNW has gone paperless) and is where plenary presentations (.ppt) will be accessed during the symposium.

Please contact [submissions@rrnw.org](mailto:submissions@rrnw.org) with any questions or if you have trouble accessing to your **Speaker's Corner**.

### During the course of December:

- You will be contacted by your session moderator with instructions to upload information to the **Speaker's Corner**. Moderators are asked to provide constructive feedback that strengthens individual presentations and the overall session – enjoy the dialogue!
- Review and edit your original abstract through the **Speaker's Corner**
- Provide requested biographical information through the **Speaker's Corner** – this will be used for your introduction at the symposium
- Register for at least one day of the symposium (i.e., date of your session) – this is a REQUIREMENT of all speakers
- Consider registering for Janine Castro's public speaking short course "Speaking of Science" <https://www.rrnw.org/short-courses/#c1> – this highly-rated course is an excellent resource to improve public speaking skills, make your presentation interesting and effective, and reduce stress so that you actually enjoy the experience!

**By January 15**, presenters *must complete the following*:

- Upload final presentation materials to the **Speaker's Corner**
  - Finalize presentation title and abstract
  - Ensure PowerPoint (.ppt) presentation slides are in 16:9 format for projection
  - Ensure slide content (e.g., text, photos, animations) does not overlap – this does not work out when presentations are converted to .pdf and posted to the RRNW website
- Visit <https://www.rrnw.org/information-for-presenters/>

## At the Symposium

The **Speaker's Breakfast** will be hosted by the RRNW Program Coordinator each morning 45 minutes prior to the start of the symposium. Placards will be placed on tables in the common breakfast room to indicate your session number. Presenters must attend the **Speakers Breakfast** to meet the session moderators, review plenary room logistics and cover any last-minute details. If necessary, presenters have the option to bring a revised final presentation (.ppt) to upload the morning of their session.

Session moderators and presenters will find designated seats in the plenary room ahead of your session. RRNW board members and our Student Interns will manage the presentation queue and track time.

## Presentation Guidelines

PowerPoint slides should be in the 16:9 format with no overlapping content (e.g., images and animations).

Presentations are to be 15 minutes with additional 3-5 minutes for Q&A.

Due to the short timeframe, only one presenting author is allowed.

Laser pointers are not allowed.

A confidence monitor will duplicate the slide show for you during your presentation, but the PowerPoint Presenter View (with notes) is not available. Feel free to bring your own notes to the lectern.