WESTERN AG SAFETY & HEALTH CONFERENCE
Cultivating Collaborations

Presenter Guidance

1. ### Guidance for Plenary Presenters

- Direction on your presentation or panel will come directly from your session chair. For other inquiries, contact Marcy Harrington, marcyw@uw.edu.
- Submit presentation title and summary here.
- Build in 5 min. Q/A and transition time into your presentation time allotment, unless your session chair has reserved a closing discussion panel (a feature of some of our sessions).
- Email your presentation in PPT and PDF formats to pnash@uw.edu **by Friday, August 2nd** so we can ensure they are in the proper format. If you bring it to the conference on a USB drive, we will check to ensure the slides have timings on them prior to the session starting.

2. ### Guidance for Posters Presenters

Contact: Amanda Wickman, amanda.wickman@uthct.edu.

- Use portrait orientation—this ensures there is ample room to hang all posters. Posters will be located in the main ballroom to facilitate viewing throughout the conference.
- Poster should be 4 ft tall by 3 ft wide (48" x 36"). Font size should be sufficient to be read at a distance of at least 1 meter (3 feet).
- When you check in for the conference, you will be given a number and supplies will be available to hang your poster. Find your number on the wall in the main ballroom of the conference and hang your poster next to your number.
- Hang your poster between 9:00 am-1:00 pm on Wednesday, August 7th.
- Stand at your poster during breaks and evening poster sessions (8/7 6:30-7:30 and 8/8 5:00-6:00).
- Remove your poster after 1:30 pm on Friday, August 9th.

3. Guidance for Lightning Talk Presenters

Contact: Amanda Wickman, amanda.wickman@uthct.edu.

Please remember you are only given 5 minutes for this presentation and timing will be strictly adhered to!

- Lightening Talks should be created using the following criteria to ensure they only take five minutes:
  - Use no more than 20 slides and **program the slides to auto-advance**. For a presentation with 20 slides, you would set the slides to auto-advance every 15 sections (in PowerPoint, click on the Transitions Tab at the top, then at the far right under "Advance Slide" check the box next to "After" and then put in 00.15.00 (15 seconds)
  - The following websites provide information and examples of presentations:
    - http://igniteshow.com/howto
  - Email your presentation in PPT and PDF formats to pnash@uw.edu **by Friday, August 2nd** so we can ensure they are in the proper format. If you bring it to the conference on a USB drive, we will check to ensure the slides have timings on them prior to the session starting.
  - Additional guidance:
    - Figure out your main point. Learn how to say your main point in 15 seconds. Someone who hears your presentation should be able to say, "I just heard a presentation about (insert your 15 seconds here)."
    - For results section: In 15 seconds, you can say probably 3-4 numbers – (ex. % gender, % race or age, and either 2-3 most common industries or occupations)
    - Tables don't work on a 15 second slide – keep only the numbers you will be able to say in the 15-30 seconds
    - **Timing:** If it takes more than 15 seconds to say a point, you can be sneaky and duplicate the slide so it stays up for 30 seconds. Or you can break up the point into two different slides.
    - If you have less than 15 seconds of spoken information for a slide, take a deep breath, and maybe start talking about the next slide. This gives you the opportunity to have the next slide as a visual "punchline."