



Presenter Guidelines

Congratulations on the acceptance of your abstract submission for the 2022 Alabama Water Resources Conference, which will take place on Thursday and Friday (September 8 & 9, 2022) at the Perdido Beach Resort in Orange Beach, Alabama.

The following document contains guidelines and instructions for your participation in the 2022 ALWRC. Please read this information thoroughly and submit all information requested in a timely manner. Your cooperation is key to ensuring a smooth process during conference preparations and the event itself.

For All Presenters

Conference Registration

ALL presenters must register and pay the appropriate conference registration fee. The early bird registration rate of \$350 for regular attendees and \$200 for students runs until August 6, 2022.

[Register Here](#)

Conference Agenda

A detailed, draft conference schedule including specific presentation orders for each concurrent session is posted to the [2022 ALWRC Webpage](#). ***It is the responsibility of all presenters to check the draft agenda for accuracy of their abstract title, name, and affiliation. Please email Rachel McGuire at rem@auburn.edu by 8/1/22 if corrections need to be made.***

Due to inevitable presenter withdrawals, we reserve the right to change the date and time of any presentation. We will make every effort to notify those affected.

PowerPoint Presentations (Oral/Lighting) and PDFs (Posters)

We ask all presenters upload their presentation files **BEFORE** the 2022 ALWRC, **no later than September 2, 2022 via this Box link.**

***If you do not upload your presentation by 9/2/2022, it is your responsibility to load your presentation onto a conference laptop in the Speaker Ready Room prior to your session, preferably as soon as your check in at the conference registration desk.*

To avoid potential problems on-site, it is strongly suggested to turn your presentations in by the September 2 deadline. Due to an increase in abstract submissions, we are facilitating a record high number (over 120) oral presentations. Help do your part to avoid a Speaker Ready Room bottleneck!

Poster Presenters

Poster Set-Up

If you wish, you may store your mounted poster in the Speaker Ready Room starting at **12 noon on Thursday, Sept. 8th**. Alternatively, you can store your poster in your hotel room.

Poster Presenters are responsible for placing their own posters on its designated easel (easels will be provided) on Thursday afternoon, between **5-5:30 pm prior** to the *Poster Session/Social Hour* in Grand Reef (downstairs from the resort lobby).

***For Students - Posters that are not on their easels by 5:30pm will be disqualified from the Student Competition.**

The Poster Session Details: Thursday (Sept. 8) from 5:30 pm - 7:30 pm

- **5:30-6pm:** Presenters may visit the food/beverages and network; judges will use this time to visit posters without presenters
- **6-7pm: Presenters will stand with their poster to answer questions; Judges will visit posters during this time.**
***For Students – Judges shall spend approximately 5-7 minutes at your poster and be in groups of 2 or 3 at a time. Please be concise and respectful of your judges' time to visit other posters**
- **7pm-7:30pm:** Presenter may leave their poster at this time to network for the remainder of the Social

General Poster Guidelines

- **The poster should be no larger than 4 feet by 6 feet**
- **Posters must be mounted.** We suggest using a foam board or mat board as a backboard or printing directly to a foam board/matboard material. **Please note that a "backboard" will not be provided, only an easel.**
- The poster should be readable from about 3 feet away; therefore, larger fonts are recommended. Consider using short lists rather than long paragraphs

Poster Removal

Presenters must remove posters from the session room immediately following the *Poster Presentation Session*, which will end promptly at 7:30 pm.

Standard Oral Presenters

Each oral concurrent session is a total of 80 minutes and contains 4 presentations. **Each oral presentation must be no longer than 15 minutes in length** to allow time for brief speaker introductions, audience questions following each presentation, and speaker transitions. Please follow your moderator's guidance regarding the amount of time left for your presentation and wrap up your presentation within your allotted timeslot. To be fair to your fellow presenters and your session's audience, the moderators have been instructed to cut off your presentation if you extend past the allotted timeslot.

PowerPoint Presentations

We strongly recommend standard oral presenters submit their presentation in PowerPoint slides BEFORE the 2022 ALWRC, no later than September 2, 2022 [via this Box link.](#)

*****If you do not upload your presentation by 9/2/2022, it is your responsibility to load your presentation onto a conference laptop in the Speaker Ready Room prior to your session, preferably as soon as your check in at the conference registration desk.***

To avoid potential problems on-site, it is strongly suggested to turn your presentations in by the September 2 deadline. Due to an increase in abstract submissions, we are facilitating over 120 presentations. Help do your part to avoid a Speaker Ready Room bottleneck!

The following audio-visual equipment will be available on-site for your presentation:

- LCD projector, screen, podium with microphone (wireless, in most cases), and a wireless remote/laser pointer
- Windows PC Laptop (on podium) loaded with PowerPoint

Please note that presenters will NOT HAVE INTERNET ACCESS during their presentations

Presenters will not be permitted to use their personal laptops to present.

Please bring a back-up copy of your PowerPoint presentation on a USB drive (memory stick).

If you use non-standardized fonts you must embed your fonts in your presentation so they display properly on the conference laptops (see more details below).

We discourage the use of other AV equipment or specialized computer software during presentations. **In no case will presentations be allowed to run overtime due to any technical glitches from using additional software or technologies.**

Embedding Fonts

If you are using non-standard fonts for text or bullets, you may see them changed to standard fonts (i.e. Calibri, Arial, Times New Roman) when your presentation is displayed on a different computer. This can cause changes in the text layout of each slide or you may get bullet symbol substitutions. Embedding fonts ensures that what you see on your personal computer will display identically on any other computer. It may, however, make your file size much larger.

Embedding your fonts in Microsoft PowerPoint

Most TrueType and Open fonts can be embedded. A few Adobe fonts may also be embedded in PowerPoint 2010 and 2013. There's a TT icon next to True Type fonts in PowerPoint's font dropdown menu. Adobe PostScript/Type1 fonts usually appear with a printer icon in PowerPoint; if your chosen font cannot be embedded, you will get a message before the save process is complete. **Mac versions of PowerPoint cannot embed font.**

Alternative: If you do not need to have any animation or effects in your presentation, you can save your presentation as an Adobe pdf. Otherwise, make sure you send your Mac derived .ppt or .pptx to us to make sure it will run correctly prior to the conference. Use standard type fonts when possible to ensure smooth substitutions.

Using PowerPoint 2007, 2010, 2013, 2016 or 365

- In the Save As dialog box, click Tools in the lower right corner, and then click Save Options in the drop-down menu

- Under "Preserve fidelity when sharing this presentation", put a check next to "Embed fonts in the file", then choose to embed only the used characters or all characters. A few TrueType fonts are not embeddable. If no window pops up indicating fonts cannot be embedded, you are in the clear. If a font is not embeddable, use one that is.
- Click OK and continue saving normally

Using PowerPoint 2003

- Choose File, Save As
- In the Save As dialog box, click Tools, then Save Options
- In the Save Options dialog box, put a checkmark next to "Embed TrueType fonts"
- Click "Embed characters in use only" if you want smaller PPT files and don't need to let others that don't have the embedded fonts edit the files or...
- Click "Embed all characters" if others will need to edit the presentation using the embedded fonts. This will produce larger PPT files; if you embed Unicode or double-byte fonts, the files will be MUCH larger.
- Click OK and continue saving normally

Lightning Talk Presenters

Lightning Talks have a **strict 5-minute timeslot**. This time will be enforced by the session moderator and moderator assistant. **We will give you a 2- and 1-minute warning.**

Understand that if you exceed 5 minutes, you will be asked to leave the podium, even if you have not completed your presentation.

There will be 8-10 lightning talks per 80-minute Session. Q&A for all presenters will commence after the last lightning talk of the session.

PowerPoint Presentations

Due to these time restraints, we **require** lightning talk presenters to submit their presentation in PowerPoint slides **BEFORE** the 2022 ALWRC, no later than September 2, 2022 [via this Box link](#). **ALWRC Staff will combine all PowerPoint slide decks for a single session into one Master PowerPoint presentation.**

***If you do not upload your presentation by 9/2/2022, you risk technical issues, and it is your responsibility to visit the Speaker Ready Room at the Perdido Beach Resort **the day prior** to your session for ALWRC Staff assistance. *Failure to do so will result in your slides not being available during your Lightning Talk.**

Student Presenters

In order to participate in the student competition for oral and poster presentations and be eligible for the student registration rate, you must provide proper student identification including a [Full Time Status Confirmation Form](#) with the signature of your major professor as well as a photocopy of your student ID card **no later than August 1, 2022.**

** You can find detailed instructions and the **required** student full time status confirmation form on the [conference website](#).*

Poster Presentation Judging Criteria:

- Efficient use of allotted space
- Presenter's understanding of subject matter
- Significance and originality of material presented
- Organization and layout
- Overall quality of poster
- Quality of responses to questions (if asked)

Oral Presentation Judging Criteria:

- Efficient use of allotted time
- Presenter's understanding of subject matter
- Significance and originality of material presented
- Organization and logical progression of presentation
- Effective use of audio-visual materials
- Presentation style and effectiveness as communicator
- Quality of responses to questions (if asked)
- Overall quality of presentation

Student Competition Awards

Awards for the Best Student Oral Presentations and Best Student Poster Presentations are as follows: 1st (\$400), 2nd (\$300), and 3rd place (\$200). *The Conference Planning Committee will recognize student competitors during the Friday (9/9/22) Keynote address on the final day of the 2022 ALWRC and announce student winners after the 2022 ALWRC by email.*

Thank you for your submission and we look forward to seeing you at the conference!

Sincerely,

Rachel McGuire

rem@auburn.edu

Alabama Water Resources Conference Committee