



North American Lake Management Society

2009 International Symposium
Connecticut Convention Center

Hartford, Connecticut
October 27-31, 2009

NALMS 2009

Preliminary Guidelines for Oral and Poster Presenters and Session Moderators

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Introduction

Thank you for agreeing to be a Presenter or Session Moderator at the 2009 North American Lake Management Society International Symposium. Your role is very important to this conference and our experience has shown that with a little pre-conference preparation you can insure a smooth running session. Your job is critical to producing an effective and worthwhile conference!

In the following pages you will find some preliminary information to help you prepare your role as a poster or oral presenter or as a session chair for the upcoming conference.

General Conference Organization

- Optional pre-conference workshops are offered on Tuesday October 27th with a mix of full-day and half-day workshops. Post-conference workshops are also offered on Saturday October 31st. All Saturday workshops are half-day format, with both morning and afternoon session workshops planned. Workshop fees are outline at www.nalms.org under the conference information pages.
- Starting on Wednesday, October 28, all breaks and included meals will be held in the exhibit area of the conference (maps and other information will be provided soon). Poster sessions will also be held there.
- A speaker ready room with a computer running the software used in the sessions will be set up starting Wednesday morning. Information on it's location will be provided in the next update before the end of September.
- Concurrent sessions begin Wednesday morning at 10:30am following the Opening Plenary and morning break. The opening plenary will start at 8:30am. In most cases, sessions consists of three 30-minute presentations (speakers will have 25 minutes to present with their remaining time being used for their introduction and audience Q&A). Five sessions are scheduled concurrently during each of the conference's time slots.
- Friday's concurrent sessions will end at 5:00.

Session Identification

Each set of concurrent sessions is identified by a letter and a number (*e.g.*, B3) that will be referenced in the final program. We are now finalizing this information and will send out the program layout and session assignments and session conference room assignments in the next couple of weeks.

Conference Registration

Registration Policy

All presenters (oral and poster) and session moderators should be registered by now. If for some reason you have not registered and you still plan to present and/or moderate please contact

me immediately at Amy.Smagula@des.nh.gov to make sure you will still be included in the final program.

Audio-Visual Equipment and Presentation Software

Equipment Provided

The following audio-visual equipment will be available for use in the concurrent session rooms:

- Windows laptop loaded with Microsoft PowerPoint Viewer 2007 on the presenter's podium. Please bring back-up copies of your PowerPoint presentation on CD and USB drive.
- Podium microphone
- LCD projector
- Laser pointer

Slide and overhead projectors will not be available.

PowerPoint Presentations

1. We are providing a laptop at the podium loaded with Microsoft PowerPoint Viewer 2007. Even if you do not have Office 2007 you can download the PowerPoint 2007 viewer at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=048DC840-14E1-467D-8DCA-19D2A8FD7485&displaylang=en>

or go to the Microsoft download site and search for PowerPoint 2007 viewer.

Note: PowerPoint Viewer will not allow editing of your presentation, so do not load your presentation until it has been completed.

2. We will not allow the use of complex animations (unless they run seamlessly on the PowerPoint Viewer), embedded video or the use of any demonstration software unless previously approved by the program chair. Approved videos should be in an .avi or .mpg (not .mov) format, so they will run properly on the computers provided.
3. Ever wonder why presentations sometimes show bizarre, unintended symbols and bullets? This is due to differences in fonts between computers. If you are using many symbols, bullets or uncommon fonts in your presentation we suggest that you embed your fonts into your presentation. Do this by using the "Save As" function and before saving, click on the "Tools" drop-down of the save window and select "Embed TrueType Fonts." Also select "Embed characters in use" if no further editing is expected as this saves file space or select "Embed all..." if further editing is expected using a different computer than the original. **Be sure to save your final presentation.**
4. The computers in the session rooms will be Windows-based. PowerPoint presentations created both on Windows and Macintosh platforms should work, but verification of proper performance is essential. Macintosh users should be sure to include the ".ppt" extension in their file names.

Hotel and Travel

The Hartford Marriott and Hilton will provide accommodations for Symposium. Both hotels were selected by NALMS for their luxurious amenities and convenient location to the conference center (the Marriott is attached to the convention center and is the anchor hotel for the conference), as well as their excellent room rates. Each hotel offers the latest technology and stunning views of the Hartford skyline.

Marriott Hartford Downtown (Headquarters Hotel)

200 Columbus Blvd.

Hartford, CT 06103-2807

Phone: 860.249.8000

Toll-free: 866.373.9806

website: www.marriott.com

- Refer to group code **laklaka** when making your reservation to receive the conference rate.
- Room rates are \$152 for single or double occupancy plus tax.
- Government rates are available.
- The conference rate is available until October 2, 2009.

Hilton Hartford

315 Trumbull St.

Hartford, CT 06103

Phone: 860.728-5151

Toll-free: 800.445.8667

website: www.hilton.com

- Refer to group code **NALMS** when making your reservation to receive the conference rate.
- Room rates are \$149 for single or double occupancy plus tax.
- Government rates are available.
- The conference rate is available until September 30, 2009.

US Passport Information

As of January 23, 2007, a valid passport or other accepted document is required to enter the United States by air. For more information, visit:

http://www.travel.state.gov/travel/cbpmc/cbpmc_2223.html.

Need Help?

If you encounter any difficulties or have questions that are not answered in this manual, please contact Philip Forsberg at forsberg@nalms.org. If the questions are program related please contact Amy Smagula at Amy.Smagula@nalms.org.

Quick Reference on Important Deadlines

June 10, 2009 – Abstracts due

August 1, 2009 – Notification of acceptance

September 5, 2009 – Presenters registration due

September 4, 2009 – Early bird registration deadline

October 2, 2009 – Conference hotel room rate deadline at the Marriott Hartford Downtown

September 30, 2009 – Conference hotel room rate deadline at the Hilton Hartford

October 3, 2009 – Regular registration rate deadline

Guidelines for Session Presenters

Oral Presentations (except special sessions and panel discussions)

- Each concurrent oral session will be 90 minutes in length and contain three 30-minute presentations (with the exception of one or two sessions that will be more of a panel-type discussion, for which those moderators will provide specific guidance).
- Oral presentations must be **no longer than 25 minutes** in length so as to allow time for speaker introductions and audience questions after each presentation.
- The following Audio-Visual (AV) equipment will be available for your use:
 - Windows-based laptop loaded with Microsoft PowerPoint Viewer 2007 (please bring back-up copies of your PowerPoint presentation on CD and USB drive) on the presenter's podium.
 - Podium microphone
 - LCD projector
 - Laser pointer

Your Job as a Presenter

Before the conference:

1. Your moderator for the session will contact you for a brief bio and for a copy of your presentation (mostly likely in early to mid-October). Please respond to your moderator's requests in a timely fashion. Provide a short biographical summary and be sure to meet the deadline for getting your presentation to the moderator.
2. Remember you are limited to **30 minutes total** to give your talk **and** take questions. We recommend you plan on a 25- minute PowerPoint presentation. That leaves 1 minute for your introduction and about 4 minutes for questions from the audience. In no case will your moderator allow a speaker to go past their allotted time slot, out of courtesy to other presenters in your session, and to conference attendees that move between sessions. Any overtime of the presentation within its time slot will reduce the time for questions for you.
3. We are providing a laptop at the podium loaded with Microsoft PowerPoint Viewer 2007. Even if you do not have Office 2007 you can download the PowerPoint 2007 viewer at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=048DC840-14E1-467D-8DCA-19D2A8FD7485&displaylang=en>

or go to the Microsoft download site and search for PowerPoint 2007 viewer.

Note: PowerPoint Viewer will not allow editing of your presentation, so do not load your presentation until it has been completed.

4. We will not allow the use of complex animations (unless they run seamlessly on the PowerPoint Viewer), embedded video or the use of any demonstration software unless

previously approved by the program chair. Approved videos should be in an .avi or .mpg (not .mov) format, so they will run properly on the computers provided.

5. Ever wonder why presentations sometimes show bizarre, unintended symbols and bullets? This is due to differences in fonts between computers. If you are using many symbols, bullets or uncommon fonts in your presentation we suggest that you embed your fonts into your presentation. Do this by using the “Save As” function and before saving, click on the “Tools” drop-down of the save window and select “Embed TrueType Fonts.” Also select “Embed characters in use” if no further editing is expected as this saves file space or select “Embed all...” if further editing is expected using a different computer than the original. **Be sure to save your final presentation.**
6. The computers in the session rooms will be Windows-based. PowerPoint presentations created both on Windows and Macintosh platforms should work, but verification of proper performance is essential. Macintosh users should be sure to include the “.ppt” extension in their file names.
7. Please focus your talk on the uniqueness of your approach, your results and findings, lessons learned and transferability. Presenters tend to spend too much time on background and methods and run out of time to present the most interesting findings. In general, the breadth of the abstracts received goes well beyond what can be explored in a 25 minute presentation. Make sure you will be communicating the most interesting parts of your work.
8. NALMS does not endorse specific products or services. Therefore, papers presented by individuals representing corporations or projects conducted by corporations should avoid the use of trade or brand names and refer to the products or services by a generic descriptor. Additionally, the talk should focus on the science and results of using a specific product or service, and should be based on practical research in the field or laboratory.
9. Your session moderator will load all the talks in the laptop in the room in which the session is scheduled to take place. As a backup, plan to bring extra copies of your presentation on CD as well as on a USB drive. If you have handouts for your talk please bring your own copies (we expect anywhere from 50-100 people or more in each session).
10. Your session moderator should arrange to meet you and your other session presenters in the assigned meeting room 20 minutes or more before your session begins. This gives you all time to briefly meet, go over the presentation order one last time and make sure all presentations have been uploaded to that room’s laptop and open without any trouble.

At the Conference:

1. Before the day of your session, please make every effort to meet your moderator, especially if you do not already know them. Make sure they have received your presentation for loading.
2. Approximately 20 minutes before your session, all presenters should meet in the session room to make sure all presentations have been loaded to the conference laptop and are displaying properly.

3. It is extremely important to make sure each speaker sticks to their allotted time since conference participants may switch rooms during sessions. Talks will not be moved around in a session to fill a blank spot if a presenter is absent or if a talk is cancelled. Talks will be organized and presented according to the timeslots detailed in the final program manual.
4. After each presentation, the floor will be opened for any questions to the speaker. Your moderator will need to limit the questions so as to avoid going over into the next presenter's time.

Basic Rules for Producing "Good" PowerPoint Slides

- Present **one** and **only one** central idea per slide.
- Avoid filling the slide with text. This makes it difficult to absorb. You also run the risk of using small, hard-to-read fonts.
- Be as brief as possible. It is better to make two slides, each of which will convey its message forcibly and clearly, than to make a single crowded slide that may confuse the audience.
- A slide should not be entirely complete and self-explanatory, because it is supplemented by the speaker's explanation of the point it is intended to illustrate.
- Only the specific items to be mentioned in the presentation should be included. All nonessential captions, figures, equations, and the like should be omitted; otherwise, audience attention may wander to unimportant details.
- A good rule of thumb is plan on one minute of talk time per slide and plan accordingly based on your allotted talk time.

Technical PowerPoint Guidelines

View your presentation on your computer screen from a distance of 10 feet. If you are having trouble reading your monitor, the effect will be the same when projected.

Layout:

1. Simple and bold is best
2. Don't use busy backgrounds
3. Make sure there is good contrast between the text and background
4. Keep intense colors to a minimum
5. Text placement should be consistent
6. Don't over-animate with transitions
7. Select colors that are easy on the eye for several minutes of viewing

Fonts:

1. Select simple bold styles

2. Delicate serif fonts are difficult to read
3. ALL CAPS is very difficult to read
4. Keep subtext to 7 lines
5. Font Size
 - a. Headline text 32-36
 - b. Sub-text 28-32
 - c. Second level text 24-28

Images:

1. Use images to supplement your message and to emphasize your point
2. Do not use an image redundantly or as space filler
3. In order for your presentation to run smoothly, image files must be a reasonable size (less than 100 KB)
4. Save image as:
 - a. JPEG or GIF
 - b. 72-300 dpi
5. Save image to desired size prior to inserting in presentation; decreasing image size in PowerPoint does not reduce actual file size

Microphone Tips

- Practice with the microphone before the session begins.
- Watch how the moderator and other speakers use the mike, and learn from their experience.
- Do not shove the mike aside. If it's there and other speakers used it, you probably need it too.
- Adjust the microphone position once, then it's "hands-off."
- Keep the mike below chin level so everyone has an unobstructed view of your face.
- With a stationary microphone, imagine there is a string connecting your nose to the mike. As you move, or turn to look at the screen, always keep facing toward the mike.
- With a hand-held mike, find the best position for sound and try to keep it there. Gesture with the opposite hand.
- Continue to use the microphone during questions and answers. Repeat the question before answering so that audience members that may not have heard it know what the question was.

Again, THANK YOU for taking on the role of Session Presenter at the NALMS International Lakes Management Symposium. We are looking forward to holding what we hope will be NALMS' most successful and engaging conference yet. With your help, we're confident it will be!

Guidelines for Poster Presenters

Your poster will have excellent visibility. It will be displayed for the entire conference in the Exhibit Hall where all exhibitors, meals, and refreshment breaks will be set up.

- Each poster will be mounted to a 4' tall × 8' wide display panel. Please size your poster to fit this space. Pushpins will be provided to mount the poster to the panel.
- Poster presenters should plan on bringing manila envelopes in order to tack informational handouts to the display panels. Tables will not be provided.
- Posters will be set up in the Exhibit Hall where the exhibitors and food service will be located. The Exhibit Hall will be open from 12:00 – 5:00 pm on Tuesday October 27 and starting at 7:00 am on Wednesday, October 28 for set up. Please plan to put your poster up as early as possible for the best visibility. You may choose which poster board to post your poster on. There are no assigned spots.
- Posters will be displayed during the entire conference giving participants the opportunity to view posters at their leisure during refreshment breaks and lunches.
- Poster presenters should plan to be available to answer questions at their poster during our dedicated poster display session on Wednesday, October 28 from roughly 6:00pm – 9:00 pm during our Exhibitor's Reception (a more specific timeframe will be provided by the end of September).
- NALMS does not endorse specific products or services. Therefore, posters presented by individuals representing corporations or projects conducted by corporations should avoid the use of trade or brand names and refer to the products or services by a generic descriptor. Additionally, the poster should focus on the science and results of using a specific product or service, and should be based on practical research in the field or laboratory.

Again, THANK YOU for taking on the role of Poster Presenter at NALMS' International Lakes Management Symposium. We are looking forward to holding what we hope will be NALMS' most successful and engaging conference yet. With your help, we're confident it will be!

Guidelines for Session Moderators

Your Job as a Moderator

Before the conference:

1. Become familiar with all abstracts in your session. The abstracts will be provided to you very shortly (by September 25th).
2. Contact each presenter in your session(s) and introduce yourself as the moderator (e-mail format usually works best). Request a short biographical summary from each presenter, make arrangements and set a deadline to have the presenter get you their *PowerPoint* presentation ahead of the conference. Indicate in your contact information and discussion the room the session will take place in.
3. Remind your presenters that they are limited to 30 minutes total to give their talk **and** take questions (you might like to review the oral presenter guidelines provided earlier in this document). We recommend they plan on a 25- minute PowerPoint presentation. That leaves 1 minute for your introduction and about 4 minutes for questions from the audience. In no case will you allow a speaker to go past their allotted time slot. If their powerpoint presentation goes beyond 25 minutes, ask the audience to hold their questions until the end so that you can move on to the next speaker to stay on time.
4. Remind your presenters that we are providing a laptop at the podium loaded with Microsoft PowerPoint Viewer 2007, a laser pointer and an LCD projector.
5. When you receive their presentations, check to make sure they run as intended. Even if you do not have Office 2007 you can download PowerPoint Viewer 2007 at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=048DC840-14E1-467D-8DCA-19D2A8FD7485&displaylang=en>

or go to the Microsoft download site and search for PowerPoint Viewer 2007.

Note: PowerPoint Viewer will not allow editing of presentations, so do not load the presentations onto the laptop until they have been completed.

6. We have discouraged any use of extensive animations, video, internet access or software demonstrations. Make sure to check with your presenters that they understand this. If they are adamant on using anything beyond the basic presentation it is at their own risk and we will not compensate their presentation time if anything goes wrong. We **strongly** discourage the presenter from using their own laptop to provide the presentation. If a special situation exists it would need to be approved by the program chair ahead of time and the presenter must agree that their laptop will have the proper viewer software loaded and be designated to be used from the start to the finish of that session (we will *not* switch computers mid-session). Only Windows-based computers may be used.
7. If the presenter is using many symbols, bullets or uncommon fonts suggest that they embed their fonts in their presentations. They do this by using the “Save As” function and before saving, click on the “Tools” drop-down menu of the save window and select “Embed

TrueType Fonts.” Also select “Embed characters in use” if no further editing is expected as this saves file space or select “Embed all...” if further editing is expected using a different computer than the original.

8. The computers in the session rooms will be Windows-based. PowerPoint presentations created both on Windows and Macintosh platforms should work, but verification of proper performance is essential. Macintosh users should be sure to include the “.ppt” extension in their file names.
9. Stress the fact that each presenter should focus their talk on the uniqueness of their approach, their results and findings, lessons learned and transferability. Presenters tend to spend too much time on background and methods and run out of time to present the most interesting findings. In general, the breadth of the abstracts received goes well beyond what can be explored in a 25 minute presentation. You may need to help your presenters shape the content of their talks.
10. Please remind your presenters that NALMS does not endorse specific products or services. Therefore, papers presented by individuals representing corporations or projects conducted by corporations should avoid the use of trade or brand names and refer to the products or services by a generic descriptor.
11. Encourage your presenters to bring back-up copies of their presentation on CD as well as on a USB drive.
12. Finally, arrange to meet your presenters in the assigned meeting room 20 minutes or more before your session. This gives all of you time to meet briefly, go over the presentation order one last time and make sure all presentations have been uploaded to that room’s laptop and open without any trouble. If need be, this also gives presenters time to load a new final version of their presentation to the laptop though we **strongly** prefer they do not.

At the conference:

1. Before the day of your session, please make every effort to meet your presenters, especially if you do not already know them. If possible, arrange a time for you and all of your presenters to meet briefly in an easy to find common location in the convention center.
2. Approximately 20 minutes before your session, all presenters should meet in the session room to make sure all presentations have been loaded to the conference laptop and are displaying properly. Review the presentation order and let your presenters know how you will signal them for presentation time remaining. Time cards flashing 5 minutes, 3 minutes, 1 minute and STOP will be provided for your use.
3. At the beginning of your session, you will have just a few minutes to state the session’s title and briefly introduce yourself and each of the presenters. This will not be enough time to read each speaker’s biographical sketch so jot down just a few notes about each. ***Please remind everyone to turn their cell phones off.***
4. Volunteers will be checking in to each session as they start to make sure all is going well. They will identify themselves to you before the start of your session. They can provide a

replacement projector or computer if one fails and can help with lights if you are uncertain how to operate the lights in your assigned session room.

5. During the session, you will need to keep time for the speakers and cut them off when their time has ended. It is extremely important to make sure each speaker sticks to their allotted time since conference participants may switch rooms during sessions. If you have a no-show presenter do not move talks around in your session (e.g. if your middle presenter is missing do not move the last talk up one slot). Please stick to the program schedule so that conference attendees moving between sessions can rely on the fact that talks will be presented during the indicated timeframes.
6. After each presentation, open the floor for any questions to the speakers. You will need to limit the questions so as to avoid going over into the next presenter's time.
7. At the end of the session, you will be responsible for making sure that the presenters have been applauded for their presentations and for closing the session on time. If there is time left at the end of the session ask if there are any remaining questions before you close the session.

Again, THANK YOU for taking on the role of Session Moderator at NALMS' International Lakes Management Symposium. We are looking forward to holding what we hope will be NALMS' most successful and engaging conference yet. With your help, we're confident it will be!