

Guidelines for Preparing Oral Presentations

Each talk will be 20 minutes (15 minutes + 5 minutes for questions). There will be a number of concurrent sessions during each morning and afternoon of the Conference, so it is important that all speakers stay within their allotted time.

Prepare your talk using **PowerPoint for Windows PCs** only (SORRY, no MACs). Save your talk as a PowerPoint 2003 presentation (i.e., Save As "PowerPoint 97-2003" if you are using the newer 2007 version).

Bring your talk to the Conference on a USB jumpdrive/datastick. Laptops and assistants will be available at the Registration desk to upload your talk on Sunday, June 21, before and during the Sunday evening social, and again at the Registration desk on Monday morning, June 22, before the Plenary Session.

If you arrive at the Conference after the Plenary Session, please bring your presentation to the Conference Office (Room 178) after you register.

Please use the following file-naming convention when saving your presentation to your jumpdrive/datastick:

<lastname_firstname_session#>

Please contact Robert Brooks (Email: rtbrooks@fs.fed.us; Tel: 413.545.1845) with any questions about presentation files or audio-visual equipment.

Please check the Conference website:

<http://www.people.umass.edu/sdestef/urban_conference.html>

for any last-minute changes or updates to these instructions.

Guidelines for Preparing Poster Presentations

Free-standing poster boards will be provided in the lobby area of the lower concourse level where the conference will take place.

The poster boards measure 69 inches wide X 45 inches tall (175 cm wide X 114 cm tall), so prepare your poster to fit within these dimensions.

Poster boards have cork surfaces, so bring push pins to mount the poster.

Posters will be shown on Tuesday and presenters will attend their posters during the morning and afternoon breaks.

Remember, with posters less is usually more.