GUIDELINES FOR ORAL PRESENTATIONS

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Oral presentations are the centre piece of ISSWs and offer a unique opportunity to share your ideas with the global avalanche community. This document contains detailed information about the following topics:

- Format of oral sessions
- Preparing your presentation
- Speakers' Breakfast
- Giving your presentation

Please read these instructions carefully and let me know if you have any questions. We are looking forward to seeing your presentation and we will do our best to make this a satisfying experience for you.

If you have any additional questions or need help, please feel free to contact me by email (papers@issw2014.com) or phone (+1-604-773-0854). I will be available at this number both before and during the conference.

FORMAT OF ORAL SESSIONS

There are four themed oral sessions on each conference day with the exception of the field day on Wednesdays. Oral sessions run in the Eric Harvie Theatre from 8:00-9:45 and 10:15-11:35 each morning and 13:30-14:50 and 15:20- 16:40 in the afternoons. Each session will generally be centred around a particular topic. However, last minute cancellations or other changes in the schedule might mean that your presentation does not perfectly fit with the topic of the session.

Each oral session will be run by a session chair, who will introduce your talk and make sure you stay on time. **Slots for oral presentations will be 15 minutes with 5 minutes for questions from the audience. Time limits with be strictly enforced to ensure we stay on schedule.**

The date and times of your oral presentation can be found at http://www.isswabstracts.com/ schedule.php. Select "Oral" under "Presentation Format" and then note the date/time of your presentation.

PREPARING YOUR PRESENTATION

Be mindful of the wide range of backgrounds among ISSW delegates and try to make your presentation accessible to as many members of the community as possible. Most delegates will not be

as familiar with your topic as you. The impact of your presentation will depend critically on your ability to explain your topic in common language and make it relevant to everybody in the audience.

To foster dialog between researchers and practitioners—the central theme of the ISSW—we would like to encourage all researchers to **include at least one slide at the end of their presentation that explicitly discusses the practical application of your project**. Similarly, we would like to encourage practitioners to discuss how research could help you in finding solutions to your operational challenges. Indicate clearly how your study or case history is unique and adds to the overall field of knowledge. If you have a novel approach, make sure that comes across in your presentation. At the same time, try to highlight the general lessons from your study to make it easy for delegates to see how your topic can apply to their own operations or research area.

Practice your presentation and make sure you come in under 15 minutes. There is nothing worse than realizing you are running out of time midway through your presentation and needing to rush through your conclusions. **The sessions chairs will be strictly enforcing the 15 minute time limit**.

We will be using both **PC (Windows) and Mac (OS X) laptops** for running the oral sessions and each presenter can choose which platform they want to use. We will support the following presentation formats:

- Microsoft PowerPoint (PC and Mac)
- Keynote (Mac only)
- Adobe PDF (PC and Mac)
- Prezi (~~PC and~~ Mac and online)

Note that the projector in the Eric Harvie Theatre has a **16:9 aspect ratio**, the modern wide screen shape. While the equipment is able to reproduce any presentation format (e.g., older 4:3 standard), you will have the best presentation results if you prepare your slides with a 16:9 aspect ratio.

- Microsoft PowerPoint 2013: 16:9 aspect ratio is default
- Microsoft PowerPoint 2011 and earlier: 4:3 aspect ratio is default. Go to Design → Page Setup and select 16:9 as the aspect ratio for your presentation.
- Keynote: Select a wide theme when you first create your presentation or select widescreen for slide size under document properties.

While all conference participants will have access to the complementary Wi-Fi of the Banff Centre during the duration of the conference, presenters who need to access the internet for their presentation will have a designated, **wired high-speed Internet connection** available.

Additional tips for preparing your presentation

- Less is generally more! You do not need to include everything you have done in your study or every aspect of your case history in your presentation. Focus on the main lessons and give them the time they deserve.

- A good rule of thumbs is to not to have more than one slide per minute of presentation time. Twelve slides is probably a good target for an ISSW presentation

- Use your slides to illustrate your main messages and not as your speaking notes.

- Use text sparingly. Photos, graphs and diagrams are more engaging for the audience and will make it easier for you to tell your story.

- Do not overcrowd slides and use large font sizes to make sure delegates in the back of the auditorium can also read your slides.

- Movies can be excellent for illustrating an event or showing the results of a field experiment. However, avoid showing movie after movie as they take up a lot of valuable time and can distract from your main message.

- Practice, practice, practice...

SPEAKERS' BREAKFAST

All presenters are required to attend the free Speakers' Breakfast on the day of their presentation. The Speakers' Breakfast is taking place from **07:00 to 07:45 at the Three Raven's Restaurant in the Sally Borden Building** (#4 on map below; see page 6 in conference program for a larger map).
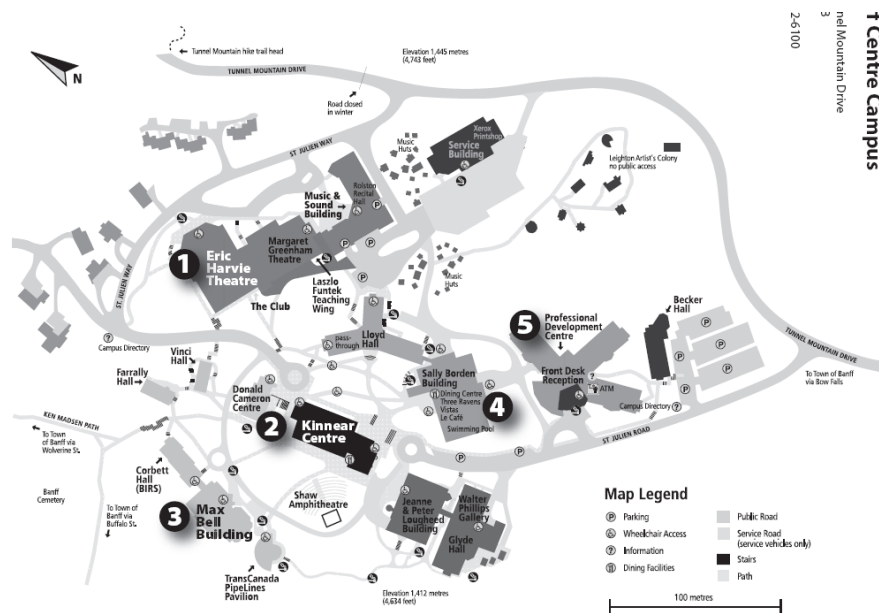
Please arrive at the Speakers' Breakfast on time as time is relatively tight. This particularly applies to the presenters of the first morning session, which starts sharp at 08:00 in the Eric Harvie Theatre (#1 on map above).

The purpose of the Speakers' Breakfast is to let you **upload your presentation** to the A/V system, check whether everything works properly and familiarize yourself with the wireless clicker for forwarding your slides. Grant Statham and I will both be at the Speakers' Breakfast to handle any challenges that might

arise. We will also have an A/V technician available to help with the upload of the presentations and any technical questions.

IMPORTANT: Bring your presentation on a **USB flash drive** (i.e., thumb drive) as not all of our computers have CD drives!

The Speakers' Breakfast will also give the **session chair** a chance to meet with you in person, learn a bit about your background and discuss the details of the session with you. The session chairs have been provided with a copy of your paper and your contact information. So they might contact you before the conference to discuss the details of your session.

GIVING YOUR PRESENTATION

Please arrive at the Eric Harvie Theatre at least 15 minutes prior to the start of your session. We will all be meeting in the front left corner of the theatre right next to the stage. Having you there on time and ready to go will help put everybody at ease.

In addition to the session chair, myself or somebody else from the organizing committee will be present during all oral sessions to deal with any unexpected issues. We will also have one or two A/V technicians who will be running the computers and audiovisual equipment during the sessions.

We will have the following **set up on the stage** for your presentation:

- The laptop computer with your presentation will be installed on the podium for you to see. This will allow you to follow your slides or see your notes during the presentation.
- A wired high-speed connection is available in case you need Internet access for your presentation (e.g., YouTube).
- A wireless clicker for advancing your slides and to use as a laser pointer
- A wireless microphone, which will allow you to freely move on stage.
- A timer on the podium or close-by that will count down the 15 minutes allocated for your presentation.

It is very important that we will stay on time! The session chair will help you stay within the allocated time and give you 5 minute and/or 2 minute warnings prior to the end of your 15 minutes. The session chair will discuss how he will communicate the warnings with you during the Speakers Breakfast.

After you have finished your presentation and there is enough time left, **invite questions from the audience**. The session chair will help you manage the question period if necessary. We will have microphones in the audience to ensure that you and the audience can properly hear the questions.

Once you are all done, enjoy the rest of your session!

ADDITIONAL QUESTIONS

Please let me know if you have any additional questions. You can either reach me by email (papers@issw2014.com) or by phone (+1 604 773 0854). I will be available at this number both before and during the conference.