

Guidelines for Presenters and Session Moderators



North American Lake Management Society

2017 International Symposium
Denver, Colorado
November 6–9, 2017

www.nalms.org/nalms2017

Contents

Introduction	3
Symposium Code of Conduct.....	3
Expected Behavior	3
Unacceptable Behavior	4
Consequences.....	4
Reporting Unacceptable Behavior.....	4
Administration.....	5
Symposium Organization.....	5
Session Identification	5
Symposium Registration.....	6
Registration Policy.....	6
Registration Options	6
Additional Symposium Fees	6
Audio-Visual Equipment and Presentation Software.....	7
Equipment Provided	7
PowerPoint Presentations	7
Hotel and Travel.....	9
Need Help?	9
Quick Reference on Important Deadlines.....	9
Guidelines for Session Presenters.....	10
Oral Presentations (except special sessions and panel discussions)	10
Your Job as a Presenter	10
Basic Rules for Producing “Good” PowerPoint Slides	12
Microphone Tips	14
Guidelines for Poster Presenters.....	15
Guidelines for Session Moderators	16
Your Job as a Moderator.....	16

Introduction

Thank you for agreeing to be a Presenter or Session Moderator at the 2017 North American Lake Management Society International Symposium. Your role is very important to this symposium and our experience has shown that with a little pre-symposium preparation you can insure a smooth-running session. Your job is critical to producing an effective and worthwhile symposium!

Symposium Code of Conduct

The North American Lake Management Society commits to promoting a welcoming environment while fulfilling our mission of forging partnerships among citizens, scientists, and professionals to foster the management and protection of lakes and reservoirs. We intend to do this during daily operations, which includes the annual NALMS symposium, by fostering environments that are safe, collaborative, supportive, and productive for all members and attendees, including sponsors, exhibitors, guests of members, invited speakers, and members of the media. We intend to conduct our business in a fair, honest, and ethical manner that values the diversity of views, expertise, opinions, backgrounds, and experiences reflected among our membership and all conference and event attendees.

All attendees, speakers, sponsors and volunteers at our conference are required to abide by the following code of conduct. Organizers will be available for those that need to report an incident or concern. We expect cooperation from all participants to help ensure a safe, welcoming and inclusive environment for everyone.

Expected Behavior

- Treat everyone with respect.
- Communicate openly and thoughtfully and be considerate of varying views, opinions, levels of experience, and backgrounds.
- Be respectful in your critique of ideas and avoid personal attacks directed toward other attendees, participants, NALMS staff, sponsors, and vendors.
- Respect the rules and policies of the symposium venue, hotels, NALMS contracted facilities, or any other venue.
- Be mindful of your surroundings and fellow participants. Alert a NALMS staff member or designated contact person if you notice unacceptable behavior, a dangerous situation or someone in distress.

Unacceptable Behavior

- Harassment and intimidation, including any verbal, written, or physical conduct designed to threaten, intimidate, or coerce another attendee, speaker, volunteer, exhibitor, NALMS staff member, service provider or other meeting guest;
- Discrimination based on gender or gender identity, sexual orientation, age, disability, physical appearance, body size, race, religion, national origin, or culture; or
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, NALMS staff member, service provider or other meeting guest.
- Examples of unacceptable behavior also include, but are not limited to: inappropriate use of nudity and/or sexual images in public spaces or in presentations; threatening or stalking any NALMS symposium participant; or sexually harassing any NALMS symposium participant.
- Disruption of talks at oral or poster sessions, in the exhibit hall or at other events organized by NALMS at the meeting venue, hotels, or other NALMS contracted facilities is not allowed.

Consequences

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- NALMS staff (or their designee) or security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning and potentially without refund.
- NALMS reserves the right to prohibit attendance at any future meeting.

Reporting Unacceptable Behavior

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify a NALMS staff member or a designated contact person.
- Notification should be done by contacting a NALMS staff person or the designated contact persons on-site or by e-mailing your concern to one of the designated contact persons: Lisa Borrel (borrel@caryinstitute.org), Julie Chambers (Julie.Chambers@owrb.ok.gov), Perry Thomas (perry.thomas@vermont.gov) or Frank Wilhelm (fwilhelm@nalms.org).
- Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety at the symposium location or other NALMS event is advised to either tell a security guard or locate a house phone and ask for security.
- Reporting should never be done via social media.

Administration

- Any reports of unacceptable behavior will be handled on a case-by-case basis by one or more of the designated contact persons.
- The Code of Conduct, including contact information for the designated contact persons, will be made available to all members and conference attendees as follows: inserted into the conference program, posted to the NALMS website, and included in the NALMS Operations Manual and Strategic Plan.
- NALMS staff and designated contact persons will be introduced at the beginning of the conference and will make every effort to be visible and available to attendees at the annual symposium.
- The list of designated contact persons will be updated annually prior to publication in the conference program.

Code of conduct adapted from International Marine Conservation Congress (IMCC) and Ecological Society of America (ESA).

<http://conbio.org/mini-sites/imcc-2016/registration-participation/code-of-conduct/>

<https://www.esa.org/esa/meetings/esa-meetings-code-of-conduct/>

Symposium Organization

- Symposium participants have their choice of optional workshops on Monday, November 6.
- Starting on Tuesday, November 7, all breaks and included meals will be held in the Westminster Ballroom of the Westin Westminster. Poster sessions be held in the Westminster Ballroom Foyer.
- Concurrent sessions begin Tuesday morning at 10:30 am following the Opening Plenary Session and morning break. Sessions consist of three or four 20-minute presentations (speakers will have 18 minutes to present with their remaining time being used for their introduction and audience Q&A). Five sessions are scheduled concurrently most days during each of the symposium's ten session time slots.
- Concurrent Sessions will begin at 8:30 am on Wednesday and Thursday morning.

Session Identification

Each set of concurrent sessions is identified by a letter and a number (*e.g.*, B3). The letter identifies the time slot and the number identifies the session within that time slot. To the extent possible, all sessions with the same number will take place in the same meeting room. The most current agenda will be available on the symposium website: www.nalms.org/nalms2017.

Symposium Registration

Registration Policy

All presenters (oral and poster) and session moderators must register and pay for their attendance at the symposium. For a detailed list of your options, carefully read *Registration Options* below. Due to printing deadlines, presenters and session moderators who fail to register by **August 25, 2017** may be omitted from the program.

Registration Options

Full Registration

If you plan to participate in the entire symposium, the registration fee is \$485 (\$615 for non-members). This rate is available until September 15, 2017. However, due to printing deadlines, presenters and session moderators who register after August 25, 2017 may be omitted from the program.

Student Registration

Student presenters are subject to the same requirements as other presenters. If you are a student and plan to participate in the entire symposium, the registration fee is \$260. This rate is available until September 15, 2017. However, due to printing deadlines, presenters and session moderators who register after August 25, 2017 may be omitted from the program.

One-Day Registration

Presenters and session moderators who plan to attend the symposium only on the day of their session may sign up at the one-day rate of \$240. These rates are available until September 15, 2017 and may not be combined to create a two-day registration. Due to printing deadlines, presenters and session moderators who register after August 25, 2017 may be omitted from the program.

Additional Symposium Fees

Workshops and Special Events

Additional fees apply for participation in workshops and some special events.

Audio-Visual Equipment and Presentation Software

Equipment Provided

The following audio-visual equipment will be available for your use:

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

Internet access will not be available. Slide and overhead projectors will not be available.

PowerPoint Presentations

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

<http://www.microsoft.com/download/en/details.aspx?id=13>

or go to the Microsoft download site and search for PowerPoint 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. **We will not provide sound output for the laptop computers used in the sessions.**
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.

5. **Compressing Images:** Often, as you create a PowerPoint presentation, the file size can quickly increase to an unmanageable level. One way of reducing it is to compress the images used throughout the presentation. PowerPoint 2002 and later can achieve this, thus removing unneeded data:
 - a. Right-click the picture and then click Format Picture on the shortcut menu.
 - b. In the Format dialog box, click the Picture tab, and then click Compress.
 - c. Under Apply to, do one of the following:
 - i. To compress just the current picture, click Selected pictures.
 - ii. To compress all the pictures in your presentation, click All pictures in document.
 - d. Under Change resolution, do one of the following:
 - i. If your presentation will be used for a screen show, click Web/Screen.
 - ii. If you plan to distribute your presentation as printed pages, click Print.
 - e. Under Options, select the Compress pictures check box and the Delete cropped areas of pictures check box.
 - f. Click OK.
 - g. If prompted, click Apply in the Compress Pictures dialog box.

Hotel and Travel

The 2017 NALMS Symposium will be at the Westin Westminster. Situated between Denver and Boulder, the Westin Westminster offers a convenient location, comfortable accommodations and stunning views of the Rocky Mountains. Nearby mass transit gives attendees easy access to everything that Denver and Boulder have to offer.

Westin Westminster

10600 Westminster Boulevard
Westminster, Colorado
303-410-5000 | www.westindenverboulder.com

To reserve a room at the symposium rate, visit:

<https://www.starwoodmeeting.com/events/start.action?id=1608155890&key=12CB6BFB>

- Room rates are \$172/night for single or double occupancy or the prevailing federal FY2018 government per diem rate, whichever is lower.
- State and local taxes are currently 12.5%
- The Westin Westminster will honor the symposium rate for dates +/- 3 days of our official room block dates (*i.e.*, November 4–10), based on availability.
- Complimentary in-room internet.
- Cancellation policy is 72 hours prior to the day of arrival.
- Complimentary self-parking.
- The symposium rate is available until October 9, 2017

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.

Quick Reference on Important Deadlines

August 25, 2017 – Presenter registration deadline

September 15, 2017 – Early bird registration deadline

October 9, 2017 – Symposium hotel room rate deadline

October 27, 2017 – Regular registration rate deadline

Guidelines for Session Presenters

Oral Presentations (except special sessions and panel discussions)

- Most concurrent oral sessions will be 90 minutes in length and contain four 20-minute presentations. The last sessions on Tuesday afternoon will contain three talks, and run shorter.
- Oral presentations must be **no longer than 18 minutes** in length 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 (please bring back-up copies of your PowerPoint presentation on CD and USB flash drive) on the presenter's podium.
 - Podium microphone
 - LCD projector
 - Laser pointer
 - Internet access will not be available.

Your Job as a Presenter

Before the symposium:

1. 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 20 minutes total to give your talk **and** take questions. We recommend you plan on an 18-minute PowerPoint presentation. In no case will your moderator allow a speaker to go past their allotted time slot. Any overtime of the presentation within its time slot will reduce the time for questions.
3. We are providing a laptop at the podium loaded with Microsoft PowerPoint Viewer. Even if you do not have Microsoft Office you can download the PowerPoint Viewer at:

<http://www.microsoft.com/download/en/details.aspx?id=13>

or go to the Microsoft download site and search for PowerPoint 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. **We will not provide sound output for the laptop computers used in the sessions.**

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 18 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.
9. Plan to bring back-up copies of your presentation on CD or USB flash drive.
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 symposium:

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 symposium laptop and are displaying properly.
3. It is extremely important to make sure each speaker sticks to their allotted time since symposium participants may switch rooms during sessions.

4. After each presentation, the floor will be opened for any questions to the speaker. We will need to limit the questions 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.

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. Subtext 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. For your presentation to run smoothly, image files must be a reasonable size (less than 100 KB)
4. Save image as:
 - a. JPEG, PNG or GIF
 - b. 72-300 dpi

Save image to desired size prior to inserting in presentation; decreasing image size in PowerPoint does not reduce actual file size

5. **Compressing Images:** Often, as you create a PowerPoint presentation, the file size can quickly increase to an unmanageable level. One way of reducing it is to compress the images used throughout the presentation. PowerPoint 2002 and later can achieve this, thus removing unneeded data:
 - a. Right-click the picture and then click Format Picture on the shortcut menu.
 - b. In the Format dialog box, click the Picture tab, and then click Compress.
 - c. Under Apply to, do one of the following:
 - i. To compress just the current picture, click Selected pictures.
 - ii. To compress all the pictures in your presentation, click All pictures in document.
 - d. Under Change resolution, do one of the following:

- i. If your presentation will be used for a screen show, click Web/Screen.
 - ii. If you plan to distribute your presentation as printed pages, click Print.
- e. Under Options, select the Compress pictures check box and the Delete cropped areas of pictures check box.
- f. Click OK.
- g. If prompted, click Apply in the Compress Pictures dialog box.

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.

Again, **thank you** for taking on the role of Session Presenter at the NALMS International Symposium. We are looking forward to holding what we hope will be NALMS' most successful and engaging symposium 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 day outside of the Westminster Ballroom of the Westin Westminster.

- Each poster will be mounted to a 4' (1.22 m) tall × 8' (2.44 m) wide display panel, and posters can be no larger than 3'9" (1.14 m) tall × 7'9" (2.36 m) wide. 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 to tack informational handouts to the display panels. Tables will not be provided or permitted.
- Posters will be set up in the Westminster Ballroom Foyer. Poster boards will be available from 1:00 pm – 5:00 pm on Monday, November 6 and starting at 7:00 am on Tuesday, November 7 for set up.
- Posters will be displayed for the entire symposium giving participants the opportunity to view posters at their leisure during refreshment breaks and lunch. **Posters must be taken down by lunch on Thursday, November 9.**
- Poster presenters should plan to be available to answer questions at their poster during the Exhibitors' Reception and Poster Session on Tuesday, November 7, 5:45 pm – 7:00 pm.
- 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.

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

Guidelines for Session Moderators

Your Job as a Moderator

Before the symposium:

1. Become familiar with all abstracts in your session.
2. Contact each presenter and introduce yourself as the moderator. 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 symposium. Indicate in your contact information and discussion the room the session will take place in.
3. Remind your presenters that they are limited to 20 minutes total to give their talk **and** take questions. We recommend they plan on an 18-minute PowerPoint presentation. In no case will you allow a speaker to go past their allotted time slot.
4. Remind your presenters that we are providing a laptop at the podium loaded with Microsoft PowerPoint Viewer, a laser pointer and an LCD projector. **Internet access will not be available in the meeting rooms.**
5. When you receive their presentations, check to make sure they run as intended. Even if you do not have Microsoft Office you can download PowerPoint Viewer at:

<http://www.microsoft.com/download/en/details.aspx?id=13>

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

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, audio, 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. 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 18 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 or USB flash 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 symposium:

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.
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 symposium 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 short period 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 sentences about each. *Please remind everyone to turn off their cell phones.*

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.
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 symposium participants may switch rooms during sessions.
6. After each presentation, open the floor for any questions to the speakers. You will need to limit the questions 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.

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