

# Guidelines for Presenters



North American Lake Management Society

41st International Symposium  
November 15–19, 2021

[nalms.org/nalms2021](https://nalms.org/nalms2021)

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## Introduction

Thank you for agreeing to be a presenter at the 2021 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!

## 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 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.

## Symposium Registration

### Registration Policy

**All presenters (oral and poster) and session moderators must register and pay for their attendance at the symposium.**

### Registration Options

**Full Registration:** Unless you are a student, you should register at the NALMS Member or Non-member rate.

**Student Registration:** Student presenters are subject to the same requirements as other presenters and should register at the Student rate.

**Workshops:** Additional fees apply for participation in workshops.

## Symposium Organization

- Symposium participants have their choice of optional workshops on Monday, November 15 and Friday, November 19.
- **Interactive Sessions** will be as close to a traditional oral presentation as possible. Each interactive session block will include four concurrent sessions. Each session will include four 15-minute pre-recorded presentations, followed by a moderated live question and answer discussion with the authors, assigned to a specific time slot.
- **General Session** presentations may be either a pre-recorded presentation or a static PDF presentation. Conference attendees will be able to submit questions directly to individual presenters through the Whova platform’s chat functionality. The scheduled date and time are meant to facilitate interaction between presenters and attendees, but presenters are not required to be available at that time. Presentations will be available to attendees throughout the conference no matter the scheduled date and time.

Time (ET)	Monday	Tuesday	Wednesday	Thursday	Friday	Time (ET)
12:00 PM	Workshops	General Session 1	General Session 2	General Session 3	Workshops	12:00 PM
12:30 PM		Plenary Session	Interactive Session	Interactive Session		12:30 PM
1:00 PM						1:00 PM
1:30 PM						1:30 PM
2:00 PM						2:00 PM
2:30 PM		Interactive Session	Interactive Session	Interactive Session	2:30 PM	
3:00 PM					3:00 PM	
3:30 PM					3:30 PM	
4:00 PM					4:00 PM	
4:30 PM	Welcome to NALMS & Awards	Interactive Session	Interactive Session	Plenary Session		4:30 PM
5:00 PM						5:00 PM
5:30 PM						5:30 PM
6:00 PM		NALMS Membership Meeting				6:00 PM
6:30 PM						6:30 PM
7:00 PM						7:00 PM
7:30 PM						7:30 PM
8:00 PM						8:00 PM

## 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. [The most current agenda will be available on the symposium website.](#)

## General Presentation Guidelines

- Oral presentations must be no longer than 15 minutes in length to allow time for speaker introductions and audience questions after each presentation.
- 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 15-minute presentation. Make sure you will be communicating the most interesting parts of your work.
- **NALMS does not endorse specific products or services. Therefore, any presentation must include disclosure(s) of all relevant relationship(s) with any and all corporations or commercial product(s), method(s), and trade or brand name(s).**

## General Best Practices for Recorded Presentations

*(Adapted from River Rally and NPS Workshop)*

### Presenting Tips

- Speak slowly and clearly, with volume. Allow for natural pauses in your delivery to allow audience members to absorb the material.
- Smile! Your enthusiasm will come through.
- Information overload can happen quickly, and when you aren't in the room to read your audience, you don't know when they start to wander! Keep your focus clear and stay on point.
- Stay authentic and be yourself.

### Advice for Creating Effective Slides

- Keep it simple! Avoid lots of text or animation features, you want the audience to listen to you not read your slide. Less clutter makes for greater visual impact.
- Use graphics – especially photos – to support and reinforce your message! These should be high resolution and clear.
- Stick to standard fonts that are most likely to be on every computer and avoid using serif fonts because they're designed to be read at smaller sizes. For these presentations, try to use a 16-point font at a minimum to ensure that everything is legible.
- Slides should have a consistent design and color scheme to flow easily and guide your audience through the presentation.

- Heighten contrast. Use either a light background and dark letters and images or a dark background and lighter letters and images. Avoid clashing or hard to discern colors for letters on whatever background you have chosen.
- If using PowerPoint to present your slides, pause when transitioning between slides to avoid audio glitches when editing slides.
- A useful rule is no more than one slide per minute of presentation. Some will go faster than others, but a 15-minute talk should rarely have more than 15 slides.
- Put key conclusions on a slide at the end that can serve as the basis for questions and discussion.

### Script Advice

- Speak naturally, as you would in front of a live audience. Check to make sure after recording that you did not speak too fast. Avoid sounding like you're reading from a script (even if you are!)
- Develop an agenda to determine how much time you want to spend on each main point.
- The audience will begin to lose attention after 8 to 10 minutes of hearing from the same speaker. Here are a couple tips to keep folks engaged:
  - If you have co-presenters, plan to transition who is speaking regularly enough to maintain their attention. Practice these transitions to feel out what works best.
  - If you are presenting solo, interject a question or put up a photo that will spark an anecdote around this time in your presentation, to pull the focus back to you. Since you won't have a live audience to pose questions as you go, imagine what questions could be asked. *E.g.*, "At this point in my story, people are usually curious about XXXX... Here's how I would answer that..."
- If you would like, you may switch between your slideshow and another program during your presentation (*e.g.*, a PDF of a handout or a mapping program). If so, have all your materials ready on your desktop when your session starts. Close out all unnecessary programs from your desktop to ease this process.

### Set-up/Staging Best Practices

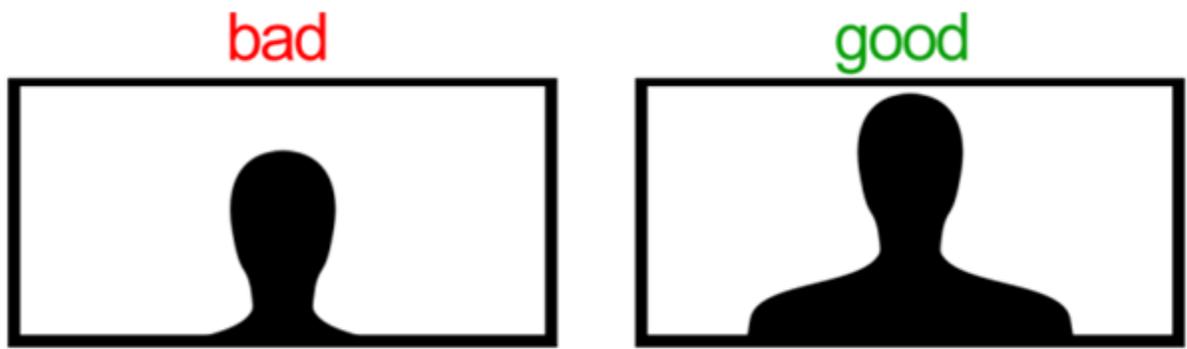
#### Lighting

- Light yourself as well as possible, including from the front and above if possible. A window or open bulb desk lamp can really help here. Try to avoid up-lighting or light that comes from under your face.
- Please check to be sure there are no bright lights BEHIND you. This is known as "backlight," and most cameras cannot produce decent images if this happens.

- Test your camera and try different angles in relation to lamps, overhead lights, and windows. Also keep in mind the time of day you will be recording and note how the sun might impact your light.

### Camera / Video

- Your camera should be at the height of your eye level and should be “level” itself (not pointing up or down at you). Look directly into it when you want to connect with your audience. Be sure your camera is stable and won’t move at all during your presentation, which can create a shaky video.



- Avoid striped or plaid clothing, as well as large or shiny jewelry, which do not visually translate well on screen. Most cameras will boost contrast, so colors like black or white may not be the best choice as they can become too dark, or bright and ‘blind’ the viewer. Neutral tones like gray or light pastels like lilac or blue are good options.
- Assume there will be a 2–3 second delay for the audio and visual communications, so keep this in mind when you are gesturing or pacing your presentation.
- Try to keep looking straight at your camera. Turning your head is distracting to viewers.

### Background

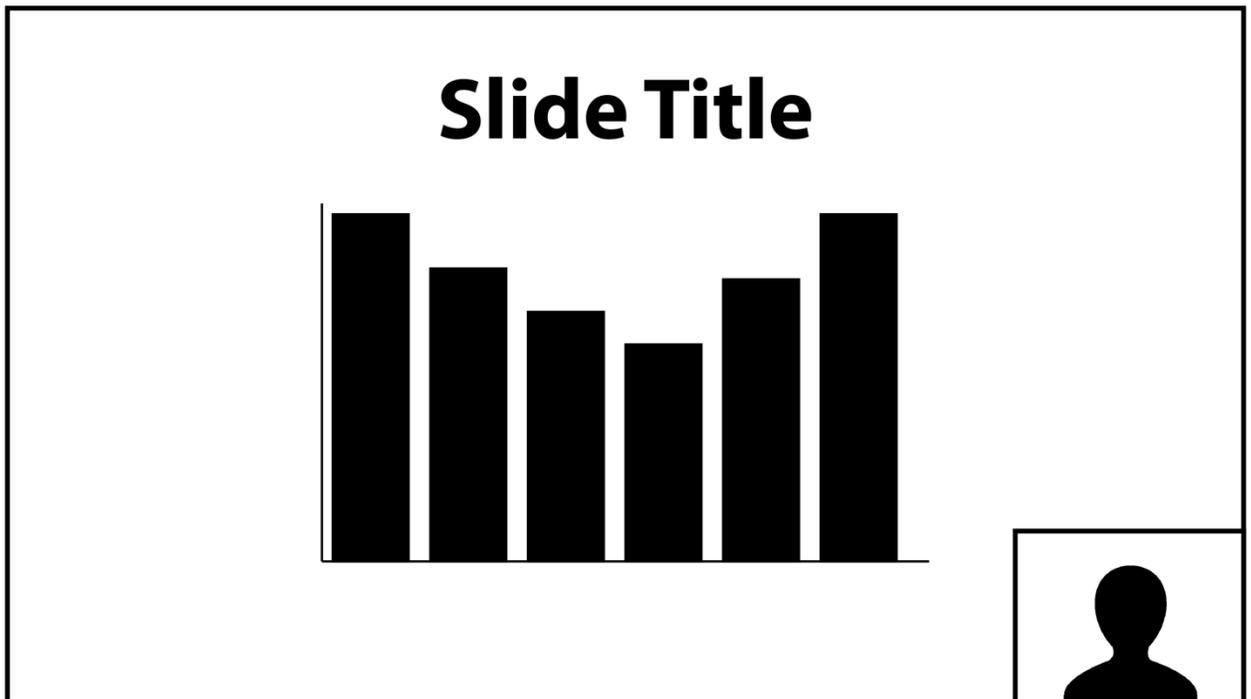
- Examine what the audience will be looking at behind you – it might be worth taking a few minutes to tidy a bookshelf or adjust where you are sitting.
- The plainer and simpler the better. A white wall, a sheet, office background – whatever you have easy access to. Please avoid any distracting elements in the background.
- Close any unnecessary programs or windows during your presentation and turn off or mute any pop-up notifications that might appear on your desktop while you’re sharing your screen.

## Microphone / Audio

- Test your sound to make sure it is acceptable. To avoid feedback from your laptop speakers, it may be necessary to use a headset/headphones plugged into your computer.
- Please make sure your microphone is plugged in. Some laptops have decent mics built into them, so test yours to see if the results are good. You want a direct sound; you do NOT want to sound like you are sitting 10 feet away in a huge room.
  - A note about mic placement: The closer you can get the mic to your mouth and away from other surfaces, the better it will sound. If the mic is more than 12 to 16 inches away from you, it becomes more “roomy” and less “direct.”
- Minimize potentially distracting background noises, like pets, kids, ringing phones, or circulating fans.

## Recording and Uploading Your Presentation

- We require that all presentations be pre-recorded and uploaded to Whova, the conference platform. Presentations must be uploaded no later than Monday, November 8.
- Presentations must be no longer than 15 minutes long.
- Please double-check your presentation for audio quality and length before uploading to Whova. Watch the entire recording to be sure the audio quality is consistently clear.



- PowerPoint and Keynote include tools for recording audio and video which can then be exported to a video file.
  - PowerPoint Instructions
    - [Add audio and video to your PowerPoint presentation](#)
    - [Export your PowerPoint presentation with audio and video to MP4](#)
  - Keynote Instructions
    - [Add audio and video to your Keynote presentation](#)
    - [Export to PowerPoint or another file format in Keynote on Mac](#)

- **Video format: Whova supports mp4 video files and YouTube links. Power Point (PPT, PPTX) and Power Point Show (PPSX) files will not work.**
  - File too large? You have a couple of simple options:
    - Add a video link (*e.g.*, YouTube, Vimeo, etc.)
    - Upload from a cloud URL (*e.g.*, Google Drive, Dropbox, OneDrive, etc.)
      - Make sure you have turned link sharing on to make the link public. We will only use the link during the upload process.
- **Uploading your video file**
  - You will receive an individualized link from Whova to complete your presenter profile.
  - Open the link, fill in or update your information such as bio and photo.
  - To upload your pre-recorded video, click Add Video in the relevant session, and choose the video source to upload.
  - If you would like, you may also upload handouts, share online articles, or even create a poll on the form.

✓ Information submitted successfully

You can update your information any time through this page.

- You can return to your profile to update info whenever needed.

## Need Help?

If you encounter any difficulties or have questions that are not answered here, please contact Philip Forsberg at [pforsberg@nalms.org](mailto:pforsberg@nalms.org).