ADVANCED SUBMISSION

It is *critical* that we receive your submission in advance, so that we can ensure it opens without issue, and so that sessions can start on time. You **must** submit your presentation between October 1 and **absolutely no later than October 10**.

1. Title your presentation (pdf, ppt, pptx) as follows: LastnameFirstname
2. Visit this page: To be added after program is final, in August
4. At the bottom of that page, find the "Presentation Upload Form" hyperlink. This link will not work until the program has been finalized.
5. In the form, locate your session number, and upload your file
6. Bring a copy of your presentation on a USB

- A Google account (free) is required to submit with this form. If your country has firewall constraints, please contact conference organizers for alternate submission options.
- No presentations will be accepted by email (unless approved by SDC organizers)
- Poster presenters need not submit their poster presentation (see separate poster guidelines)

STRICT PRESENTATION LENGTH POLICY

- Oral presentations are 10-12 minutes.
- Lightning talks are 5-6 minutes
- An SDC Resource Team Member will hold up a time card when 2 minutes remain, when 30 seconds remain, and when you absolutely must STOP

THANK YOU for minding your allotted time so that everyone has their fair share of time and you all can enjoy discussion at the end of the presentations.

General Guidelines for Presentations

1. PPT, PPTX, or PDF format.
2. Standard 4:3 ratio (change in Slide Size in Power Point Design Ribbon)
3. Prepare your presentation as a single file to run on a PC with Windows operating system. Apple computers are not available and personal computers cannot be used.
4. Presentations will be stored in Password-protected Google Folders, accessible on conference room computers, by conference resource team members only.
5. Remember your presentation is limited to 10-12 (oral) or 5-6 (lightning) minutes and questions will be taken after all presentations are complete. You will not be able to extend your time if you have technical problems during your talk

Production of Presentations

1. As a general rule, we suggest 1 slide per minute. Structure is up to you, but consider for a 10-12 minute presentation: (a) 1 title slide – Name, affiliation, presentation title (b) 1 slide with the hypothesis or question you will talk about (c) 3-4 slides covering the "meat" of your work (d) 1 or 2 slides that summarize the work and offer points of discussion (e) 1 conclusion slide (f) 1 thank you/acknowledgements/contact slide
2. Keep visual aids simple. Convey only one idea per table, figure, or title slide. Figures from publications, theses, or dissertations normally do not make good PowerPoint slides. Too much detail detracts from the primary message. Use appropriate blank space.
3. Text on title slides should be restricted to 7 lines. Go for big and easy to read.
4. Use Arial or Times New Roman fonts for all slides. Bold type may be effective on title slides. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers. Saving a presentation with embedded fonts increases the file size of your presentation.
5. Use appropriate and compatible colors. Avoid white backgrounds. Color combinations with pleasing contrasts are preferable (e.g. white or yellow type on a blue background, and yellow type on a green background). Avoid dark slides and overly dark backgrounds. Color blind people cannot distinguish between red and green.
6. To reduce the size of your file, consider (a) cropping images in an image processing package, not in PowerPoint, and insert into your presentation (b) saving images in Portable Network Graphics (PNG) format, (c) if possible, reducing the resolution of pictures. Resolutions greater than 120 dpi do not improve the projected image, but do bloat file size and slow presentation loading time. This can be done on any picture in your PowerPoint; right click on a picture and select Format Picture→ Compress, then check the boxes to select "ALL pictures in document" and for "Web/Screen display." This will allow easier upload and a good resolution.
7. Try not to read from a text, but if you must, make sure the text is written in spoken English (which is different, and less formal, than written English)
8. Practice your talk beforehand to make sure you've got the timing right

At the conference

1. Arrive at your session 10 minutes prior to the beginning of the SESSION (not your presentation). Meet the session moderator and an SDC resource team member.
2. Each session room will be equipped with a PC computer and a projector. You will advance your own slides.