

## **Instructions for oral presenters**

Oral presentations will be split into concurrent sessions from March 2<sup>nd</sup> to 4<sup>th</sup>. The final schedule will be posted by Feb 20<sup>th</sup>. All time slots are 15 minutes for a 12-minute presentation followed by 3 minutes for questions.

### *Submission process*

We encourage electronic submission of ppt presentations by midnight Pacific time, on **Friday Feb 27<sup>th</sup>**. Presenters that do not upload their ppts, or wish to make changes to a previously uploaded version, must manually load their presentation during the conference (see below).

### *Electronic upload prior to conference*

We strongly recommend that you upload your presentation to the Oxford Online platform prior to the conference. Uploading will help to reduce manual load during the conference. You will receive an email directly from Oxford Abstracts with a link and instructions to upload. If your ppt file exceeds 500 MB, then you will need to manually upload (see below).

Note: the Oxford Abstracts online portal is new in 2026! We encourage presenters to review their presentation and bring a USB backup.

### *Manual upload and Presentation Review during conference*

The computer for each presentation room will be labeled and available at the registration desk from 1pm to 6pm on Sunday, March 1. During that time, you may view your electronically submitted presentation or directly upload your presentation to the correct computer from a USB or external drive. From Monday through Wednesday, you may access the computer in your assigned session room in the morning (8am to morning session start-time), during lunch (12pm to 1pm), or during mid-afternoon break. Uploading presentations during a session is prohibited.

### *Naming Convention*

Please save your file with the following naming convention:

[Day: M, T, W]\_[Room]\_[Time]\_[Session Name]\_[Your Last Name]

- Day refers to the first initial of the presentation day (Monday, Tuesday, Wednesday).
- Concurrent Sessions are held in five rooms: Seaside A, B, C, D, E.
- Enter time as in 24-hr format without a colon (e.g. 1415 instead of 2:15pm)
- Do not include spaces in the session name or last name.

Example: An oral presentation by Jane Doe on Tuesday, March 3<sup>rd</sup> in the Seagrass Ecology session in Seaside C would be named as:

*T\_C\_1415\_Seagrass\_Doe.ppt*

For long session names, abbreviate as follows:

Session Name	Abbreviation
Special Session: Environmental Impact On Benthic Communities: Effect(s), Response and Recovery Time	EnvirolImpact
Special Session: From Spatial Pattern to Ecological Process: Seascape Controls On Ecosystem Functioning	Spatial
Special Session: Stability Across Scales In Marine And Estuarine Ecosystems	Stability
Special Session: Using Photogrammetry As A Tool To Monitor Benthic Ecosystems	Photogrammetry
Community Engagement and Communication	Engagement (note: do not abbreviate as community!)

### *Presentation formatting guidelines*

Presentations must be uploaded in PowerPoint (.ppt, .pps, or .pptx) or Adobe Acrobat (.pdf). If your presentation was created in OneDrive or Google Slides and exported as a PowerPoint, we recommend that you check for formatting issues.

- Acceptable file formats: PowerPoint (.ppt, .pps, or .pptx) or Adobe Acrobat (.pdf)
- Saved with proper naming convention
- 16:9 slide ratio
- Embedded files. Embedded files are important for speed and connectivity, but increase the file size. If your file exceeds 500 MB, then the online upload option is not available and you will need to manually upload via USB.

### *What to expect on the day of your presentation*

Arrive at your assigned presentation room 15 minutes prior to the start of your session to meet the moderator and obtain presentation instructions. Each room will be equipped with the following:

- PC with Windows Operating System, Office 365 (PowerPoint) & Adobe Acrobat Reader. Personal computers cannot be connected to the AV system.
- Screens and projectors with a 16:9 ratio image.
- A presentation remote with laser pointer
- Basic wifi is available throughout the hotel. However, it is best practice to limit your reliance on internet connectivity speed. Therefore, we recommend that movies, sound or internet-based video is embedded into your PowerPoint. Avoid remote-download.
- One computer with hardline internet is available at the registration desk.