



## **SEDHYD 2019 INSTRUCTIONS FOR PRESENTERS**

Welcome to SEDHYD 2019! We look forward to your presentation the week of June 24th-28<sup>th</sup> in Reno, Nevada.

### **OVERVIEW**

The SEDHYD conference features a total of 66 concurrent technical sessions, held in six rooms with 11 sessions in each room over the course of the week. On Wednesday, June 26<sup>th</sup>, a seventh room hosts concurrent sessions on international opportunities and professional development.

### **DAY OF YOUR PRESENTATION**

- Be sure to attend the Speakers' Breakfast on the day of your presentation. There you will meet your Session moderator and co-moderator, audio visual assistant, and the other speakers in your session at the breakfast table that is organized by the session titles.
- You will also receive any updated conference information at the breakfast.

### **PRESENTER BIO**

- Please bring a written/printed your short bio at the Speakers' Breakfast for giving to the session moderator so they can use it for your brief introduction at the session. Your introduction should not take longer than one or two minutes. If you want to be pro-active, you can email your very short bio to the session moderator and co-moderator.

### **PRESENTATION FILE**

- Presenters can review and edit presentations prior to their session in the Speaker Ready Room.
- Bring your presentation to SEDHYD on a device (external drive or thumb drive) with a USB connection. CD or DVD transfer is NOT available on the conference laptops.
- Speakers will upload the presentation file to a conference laptop in the session room where you will be presenting prior to your session. You can upload any time during the day except when a session is active. There will



be a folder on the desktop (of the conference laptop) for each session and you should place the presentation in the folder for your respective session(s).

- Presentation file should be compatible with MS-PowerPoint 2013 or newer (\*.ppt, \*.pps) or Adobe Acrobat Reader (\*.pdf) and Windows-10 Operating System.
- Do not bring a zipped file.
- Presenters must use the conference provided laptop computers, LCD projectors, and microphones setup in each session room.
- The use of personal or other devices is not allowed as there is insufficient time between speakers to switch equipment.

## **PRESENTATION LENGTH**

- The time allotted for each presentation, including introductions and questions, is 20 minutes. Ideal individual presentation length is 15 minutes.
- Speaker timer lights will be used to help presenters stay on schedule.
- Each session is 90 minutes long with four oral presentations. The remaining 10 minutes at end of each session may be used for questions and answers pertaining to any of the four presentations.

## **SESSION SCHEDULE**

- SEDHYD uses a fixed presentation schedule. Having a fixed schedule allows audience members the opportunity to move among sessions without fear of missing a presentation they want to hear.
- Session moderators will ensure that each speaker starts and ends on time. Arrive on time and be prepared to present during your time slot.
- If a speaker does not show up to speak during their designated time slot, presentations will cease until the designated time slot for the next speaker.

If you have questions, contact Jeff Harris (SEDHYD AV Equipment Coordinator) at [jharris@westconsultants.com](mailto:jharris@westconsultants.com).



## PRESENTATION TIPS

The following presentation tips should help you prepare an interesting presentation that highlights the work described in your approved paper or extended abstract:

- Prepare your presentation so that your ideas are logically and clearly organized.
- Provide an opening statement to acquaint the audience with purpose of your study.
- Include lots of interesting photographs and figures. Videos can also be helpful. Use figures rather than tables because they are more quickly comprehended by the audience.
- Use large fonts (24 point and larger). Include more slides as necessary to avoid text with small font size. Remember that most audience members cannot read small text from a long distance and that some people may be 100 feet from the screen.
- Speak slowly and clearly. Avoid the use of jargon, acronyms, or highly technical words. Use active words and short sentences.
- Use the microphone, speak to the audience, and make eye contact. Look at the monitor near the lectern and the audience beyond the monitor. Try to speak to the audience rather than the screen behind you. Project your voice to the audience so people can hear you rather than to the screen behind you.
- A laser pointer will be available. The mouse can also be used as a pointer.
- Take time to rehearse your presentation prior to your presentation. If your presentation runs longer than your 20-minute allotment, cut some of it or hide enough of your presentation slides so it fits within the allotted time and rehearse again.
- A Speaker's Room is available for you during the conference so you can review or practice your presentation if you wish to do so.
- Refrain from using presentations that require internet connections. Internet connection may be unstable and your presentation time is brief.
- Please test presentation files thoroughly before the conference, especially if you have embedded videos in your presentation.
- If problems arise with computer equipment or your file, please continue your presentation using your paper or your notes. Remember that YOU are making the presentation, not the computer.



*Thank you for your help in making SEDHYD 2019 a success!*