

## Oral Presentations

### General Notes

- All speakers must upload their **final presentations** on the [ExOrdo](#) site **by June 13**.
- Oral presentations will be made using the Convention laptop, which will bring the presentation up using the [ExOrdo](#) platform.
- The computers in the room cannot be used to modify your presentation, therefore, please make sure that the presentation you upload on the [ExOrdo](#) site is final. Changes to presentations after June 13 will be made only for relevant reasons and if given to the Convention staff well in advance of the session.
- Visit the convention website (<https://fps-swst2025convention.com>) for the most up to date Convention Program and complete details regarding your session.
- Please arrive at the designated technical session room at least 10 minutes before the session start time and introduce yourself to the session chair.
- Session chairs have been given strict guidelines to end the presentations at the designated time. All presentations are 15 minutes (which includes questions) therefore, please prepare 12–14 minute presentations to leave room for possible questions. This does not apply to Early Stage Researchers presentations, which are 3-5 minutes in duration.
- Chairs will show a sign 5 minutes, 3 minutes and 1 minute before the end, and stand up at the end of your presentation time. They will request you to end the presentation in fairness to all other presenters. Do not plan to show 100 slides in 15 minutes!

### Slide Presentation Details

- All screens will be in 16:9 ratio. For the best viewing experience, we recommend that you prepare your slides in 16:9 ratio with a PC compatible Office 2013 (or newer) software. If you are using an older version of PowerPoint and attempt to embed a video, there is a very high chance that the videos will not work properly. It is not uncommon for videos to create problems: please double-check that they work before submitting your presentation.
- Avoid linking to web pages to be open during your presentation, as this is another common source of problems. If you need to show a web page, you can screenshot it and copy the image into your presentation.
- Do not use Helvetica font as it is not supported in Windows.

Presenters can use their own PowerPoint templates

- How to create a 16:9 PowerPoint presentation:
- Create a new PowerPoint presentation
- Click on DESIGN (located at the very top)
- Set “Slides sized for:” to “On-screen Show (16:9)”

Presentation Flow: The session chair will begin by introducing the presenting author and the title of the paper. A laptop will be set up at the podium, with a folder open on the screen containing the upcoming presentations. To begin, simply locate your name and session time, then double-click to open your presentation. After finishing your presentation, close the PowerPoint by clicking the "X" in the top-right corner. The next presenter will then take the podium and open their presentation.

#### Audio Visual (AV) & Seating Details

Seating will be Classroom Style and all Session Rooms will be equipped with:

1. One podium and microphone
2. LCD projector and screen
3. Windows laptop (Presentations must be PC compatible at 16:9 ratio)
4. Clicker with pointer
5. Timer

#### **Poster Presentations**

It is important that you thoroughly read these guidelines to ensure your poster meets the required standards and effectively conveys your work.

Posters will be exhibited on **Tuesday, June 17 from 5:00-8:00 p.m.** They will be placed on the wall with push pins, which will be provided. There will be multiple posters on each wall. Posters can be set up after 7:30 a.m. on Monday. They must be taken down Thursday evening.

- Each poster will be assigned a unique number that will indicate a specific location in the Poster Exhibition Area—given at check-in, available in the Program and listed in the Exhibition Area.
- Posters in the Student Poster Competition will be indicated by SPC-NUMBER (*example: SPC-4*).
- We recommend that you print your poster before traveling and bring it in a tube. There are no printing facilities available at the hotel. If you would like to have your poster printed at a nearby vendor, please contact Convention Staff for more information.

#### Poster Session

A poster is a presentation, not merely an object.

The poster session will last 3 hours. During the session, at least one of the authors must be available at the poster at all times to make mini presentations and to answer questions.

The Student Poster Competition will happen concurrently, with judges evaluating student posters and discussing their research. Cash prizes for the competition will be presented on Thursday at the banquet dinner.

## Poster Guidelines

- Poster dimensions: **Usable size 3 ft. (91.44 cm) wide by 4 ft. (121.92 cm) high**
- Posters should be designed accordingly with clear diagrams and text that can be read from a distance of 3.3 ft. (1.5m.).

## Poster Content

A poster should be complete and self-supporting so that different viewers may read at their leisure. The author should only need to supplement or discuss particular points raised during inquiry. Remember that several people of varying degrees of interest and experience may be viewing your poster at once. Therefore, you will want to make your points as complete and brief as possible. Standard elements include:

- Title of poster
- Full names and affiliations of all authors, including e-mail address of at least one author.
- Introduction: A few brief sentences that state the purpose of the study.
- Methods: A list or flow chart
- Results: Illustrations, tables, graphs, and photos accompanied by a simple statement
- Discussion: A list or summary paragraph of conclusions
- References: If you feel references are essential, include no more than 2 or 3.

## Poster Text and Font

Posters should be designed accordingly with clear diagrams and text that can be read from a distance of 3.3 ft. (1.5 m). Posters are easiest to read using high contrast colors (i.e., black lettering on a white background), with information arranged in vertical columns rather than horizontal strips.

Consider having a banner for the top of the poster indicating the abstract title, authors, and affiliations. Lettering should be about 1.25 in. high for the title, 0.75 in. high for the author's names, and 0.5 in. high for affiliations. Also consider placing the introduction at the upper left of the poster and the conclusion at the lower right, both in large font. It is not necessary to post a copy of the abstract.

- Keep the text to a minimum—most posters contain far too much text
- Use short, separated paragraphs
- Numbered or bulleted lists are a concise but effective way to convey a series of points
- Use a large font size and bullet your major points; text should be printed in fonts of about  $\frac{3}{8}$  in. height (font size no less than 28).
- Do not set entire paragraphs in boldface or capital letters
- Do not use more than 2 types of font

## Recommended Font Sizes & Types

- Main title: 100 point or larger
- Subtitle: 36 point
- Main text: 32 point
- References: not smaller than 28
- Serif fonts such as Times are suited for most text.
- Sans-serif fonts such as Arial are good for titles and headings.

## Poster Illustrations

Figures should be easily seen from a distance. Use clear graphics and large fonts to accomplish this. The main points should be straightforward without extended viewing, but details should be included for those who might wish to discuss it. Because the amount of text is restricted, the figure legend could contain some of the commentary that would usually be contained in the body of a manuscript.

- Ideally, illustrations (photos, figures, tables and graphs) should dominate your poster. These should be at least 5x7 in. (13x18 cm) for easy reading.
- Use high quality illustrations of sufficient resolution. Captions and labels on visuals should be readable from two meters away. Graphs and figures should be simple—avoid unnecessary detail.
- Lines in graphs should be heavy. Choose colors that are easily distinguishable from one another. Symbols, letters and numbers should be large enough to be seen from a distance of 6 ft.
- Graphs are preferred over tables.
- Avoid tables with excessive information. As a guideline, you should consider the following question: “Do I need to present all the information in the table for a reader to understand why I reached the conclusions that I did?”

Please upload the **PDF of your poster before June 13.**

Questions? Contact:

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