

ORAL PRESENTATION GUIDELINES

There were over 550 papers submitted to IRC 2016, with over 320 asking to present orally, but only around 160 oral presentation speaking spots available. Some sessions had larger numbers of submissions than others so adjustments have been made, including session reassignment.

Locate your paper by searching for your Paper ID, Title and/or Corresponding Author Surname in the Program Table. Once you have located your paper, you will see the date and time you are scheduled to present. The exact room location at TCU Place will be confirmed at a later date.

Each theme area for the Congress has a 90 minute concurrent oral session following the plenary speakers.

Each concurrent oral presenter has **12 minutes to speak PLUS 3 minutes for questions and discussion.**

Please arrive to your session 15 minutes before it is set to begin to meet with the Moderator. Moderators will be in each room to ensure the session remains on time. You will be provided with 1 minute warnings. If your presentation goes beyond 12 minutes the Moderator will interrupt you and stop your presentation in order to keep the session on time.

Presentation **slides must be developed in Microsoft PowerPoint.**

Tips for an effective PowerPoint presentation:

1. A good rule of thumb is one slide per minute of time allotted to speak (i.e., 12 minutes = 12 slides).
2. Use a template to ensure consistency from slide to slide. Use Slide Master to create your own template with your university/organization logo. IRC has also posted a custom template on the website for those who need one.
3. Always check spelling and grammar in your presentation.
4. Use a San Serif font; Arial, Verdana, Helvetica. Text should be 28 to 32 point.
5. Use short statements or bullet points that fit on one line. Strive for no more than 7 bullet points per slide using font size 30 pt.
6. Make sure figures and tables are legible – do not cut and paste a figure or table from a scientific publication as it is often too difficult for the audience to quickly understand.
7. Keep figures and tables simple. Adding a text box overlay containing the take home message from the data shown in the graphic can be helpful to your audience (see IRC PowerPoint template for example).
8. Do not overuse transitions and animation.
9. Have a closing slide with your conclusion and implication statement; it is the most important part of your presentation.
10. Include a slide at the end with your name, contact information (email, twitter handle).

Upon your arrival to the 10th International Rangeland Congress in July, **bring your presentation on a USB memory stick containing ONLY your PowerPoint file.** No other files should be on the memory stick. Be sure to add a label to your memory stick with your name.

On the memory stick the **file should be named as follows:** Sub-theme number, underscore, Paper ID number, underscore, last name of corresponding author, underscore, first initial of corresponding author.

For example:

Jane Smith's paper with ID #12345 is being orally presented in Sub-theme 1.4 Grazing Management Practices.

The file name for her PowerPoint presentation: **1.4_12345_Smith_J**

You will insert your memory stick into a labeled envelope that will be available at the registration desk. The label will have the Paper ID, Session number, Paper Title and Corresponding author's name. Provide your USB memory stick in the labeled envelope to the technicians at the Audio Visual (AV) desk located near the Registration desk or place it in the drop-off box that will be set up in the Registration area when you arrive to the Congress. Audio Visual Technicians will handle loading your presentation onto the appropriate computer for your session. Your memory stick will be available for you to pick up following your presentation.

If you have not already done so, please register for the Congress online at:

<https://event-wizard.com/RangelandCongress2016/0/register/>

You must be registered by May 31, 2016 in order to have your abstract in the Congress Proceedings.