



JOINT MEETING
ALASKA CHAPTER OF THE WILDLIFE SOCIETY
& ALASKA HERPETOLOGICAL SOCIETY
University of Alaska - Fairbanks Wood Center
Fairbanks, Alaska
April 4th – 6th, 2017



ORAL AND POSTER PRESENTATION GUIDELINES

Oral presentations will be scheduled for and limited to 20 minutes (including 3-5 minutes for Q&A). Oral presentations will be limited to Microsoft PowerPoint: other formats (such as slides, overheads) will **NOT** be accepted. Please prepare your presentation using PowerPoint 2010 (4:3 aspect ratio). If this is an issue please contact us as soon as possible so we can consider alternative solutions.

Please do **NOT** bring your own laptop for your presentation. All presenters will be expected to contact **Jackie Keating** (Conference AV Contact) prior to the start of their session to pre-load their presentations onto the dedicated laptop. Acceptable media are CD and flash drive. You will need to ensure that these are compatible with our laptops, which are running Windows 7 and will have CD readers and USB ports.

If you have special requests or concerns regarding audio-visual requirements for your presentation, please contact **Jackie Keating** at jackie.keating27@gmail.com.

Poster presentations will be mounted to poster stands and should not exceed 36 inches wide x 46 inches long (91 x 116cm). Posters will be displayed from 8am – 5pm Wednesday and Thursday in the Wood Center ballroom. Judging will occur from 2:30–3:30 on Wednesday. Posters can be posted beginning at 8am on the 4th and should be removed by 5pm on the 6th.

- Posters should include authors, institution, and the institution's location.
- Important information should be readable from about 10 feet away
- Word count of limited to 800 words.
- Suggested Font sizes:
 - Title: 120-200 point
 - Sub-headings: 48 point
 - Main text: at least 36 point
 - Graphs: 24-26 point
 - Acknowledgements: 24 point