NJF Seminar
"Reindeer herding and land use management – Nordic perspectives"
Rovaniemi 20-21 October 2014
Arctic Centre, University of Lapland

Instructions for oral presenters

The quality of the conference is extremely dependent on the quality of the presenters, and the organizers would like to remind you of a few key points:

- Do not exceed the time limit:
    - Keynote speakers: 40 minutes
    - Other speakers: 15-20 minutes (according to programme)

- Presentation time must include at least 2-3 minutes for questions. The general discussion of all given presentations will be at the end of each session.

- Keep the number of slides at a reasonable level, e.g. max 10 text slides for a 20 minute presentation **(PowerPoint only).**

- Speak slowly and clearly

- Please be present in the lecture room 15 minutes prior to the start of the session. An abstract presenter/author should attend the whole session in which he/she is scheduled.

How to hand in your presentation slides

Either send your presentation slides in advance to the conference office (congress@ulapland.fi) or bring them with you on a USB memory stick or on a CD Rom. **You cannot use your own laptop in the lecture room!**

Do not take your presentation slides directly to the session rooms. **You must hand them in at the Speaker Service Centre at least 2 hours prior to the start of your session.** All presentations will be transferred over the network to the session room computer. There will be a conference assistant in the conference hall to assist chairpersons and speakers.

Equipment supplied at session rooms

- Computer with PowerPoint and data projector for computerised slide presentation
- Microphones for speakers as well as for audience questions

If you have special needs for equipment, please inform the conference office well in advance.

Guidelines on how to prepare your PowerPoint slides

- Your presentation can be loaded onto the network without problems if it does not exceed 100 MB: larger files can cause problems!

- Programme versions in the conference hall computers (all in English): Windows 7, Office2010, Windows Media Player 11 and VLC Player 0.99

- Use embedded pictures, DO NOT use images linked to other files. Linked pictures will not show up in your presentation! **Accepted picture file formats**: **JPG and GIF**

- Video and audio objects: Use embedded files, DO NOT use files linked to other files. Linked files will not show up in your presentation!

- Accepted Fonts are the standard Windows fonts. If you use a non-standard (e.g. scientific symbols) font with your presentation, <u>you should supply this non-standard font separately</u> with your presentation. For a normal projection, the font size .24 is sufficient. Use computer resolution 800x600 or max. 1024x768 and 16 or 24 bits.

- Choose under a File, Page-setup, On-screen Show, Size 24 x 18 cm landscape. If you use a standard background format, you have to realize that different consecutive presentations might cause some problems. It is better to choose Apply for the background of each single slide than to choose Apply to all.

- Legibility of the text: <u>How to determine your own legibility:</u> For a 17 inch screen, stand 2 metres away. If you can see your presentation (slide + text) clearly (presentation 100% image) there shouldn't be problems seeing this presentation in a lecture room.

Always make sure you bring a back-up of your presentation!