

PRESENTER GUIDELINES



CNPS 2018 Conservation Conference
February 1-3, 2018, LAX Marriott, Los Angeles, CA
conference.cnps.org

Presentation Submission Deadline: January 12

OVERVIEW

Thank you so much for presenting at the CNPS 2018 Conservation Conference, and congratulations for your submitted talk's acceptance into the program! The oral presentation program is the heart of the event. We envision an exchange of the best information about the latest trends for conservation of native plants and habitats in California during 230+ talks over three days on February 1-3.

Registration

Reminder: **All presenters must register** for the conference and are responsible for paying registration fees. Please register by **October 31, 2017** to take advantage of early registration rates at conference.cnps.org/registration.

Withdrawal

Accepted authors who wish to withdraw must notify the Abstracts Team and chair of their session by November 10, 2017. Because late cancellation excludes others who might have presented, authors who withdraw after this date may be excluded from giving presentations at future CNPS conferences.

Tell Friends & Colleagues About Your Talk!

Here is sample content we encourage you to customize and use to let others know you'll be presenting at the conference.

E-mail: Hi [friend]. I thought you might be interested to know that I will be giving a talk at the upcoming CNPS 2018 Conservation Conference, this February 1-3 in Los Angeles. I will be presenting during the [session name] session, which will take place on [day, date] at [time]. My talk is titled [title] and I will be discussing [short synopsis of talk]. If you're interested in attending, you can get more details and register for the conference now at conference.cnps.org. Hope you can make it!

Social Media: Come see my presentation on [short description of talk] at the #CNPS2018 Conservation Conference, February 1-3 in LA! conference.cnps.org

CREATING & SUBMITTING YOUR PRESENTATION

Presentation File Collection

PowerPoint presentations must be submitted to CNPS electronically by **January 12, 2018** so that session room computers may be pre-loaded with all presentations. E-mail your file to presentations@cnps.org and we will reply with confirmation that we have received your presentation.

Subject Matter

As the conference title states, we hope speakers will focus on an aspect of conservation. We strongly encourage you to think (and talk) about potential conservation implications.

Time Limits

Oral presentations are limited to 20 minutes, with 15 minutes for presentation and five minutes for questions. Lightning Talks will be strictly limited to five minutes each. Session Chairs will be keeping the sessions running on schedule to allow attendees to switch between concurrent sessions.

Technical/File Requirements

FONTS: Please limit font types to those pre-installed in Microsoft Office 2013 (common fonts such as Calibri, Arial, or Times New Roman are suggested).

FILE FORMAT: Session room laptops will be running the most current version of Microsoft PowerPoint Viewer. File types should be *.ppt or *.pptx. Prezi, PowerPoint.mac, and Keynote (*.key) presentation files are not supported. If you create your presentation on a Mac, please test your presentation on a PC and save it on that PC before submitting so that it is in the correct format.

ASPECT RATIO: Standard (4:3) or widescreen (16:9) format is accepted.

FILE NAME: Please name your file using the following conventions.

Last Name, First Name_Session Name

Example: "Jepson, Willis Linn_Plant Science.pptx"

ONSITE LOGISTICS

Check-In

On the day of your session (or day before for early morning presentations), please stay in touch with your session chair. Text, call, or e-mail them to let them know you are on the premises.

Speaker-Ready Room

A speaker-ready room will be open throughout the conference which presenters may use to practice their talks. Availability is first-come, first-served. Please visit conference registration check-in for access.

Presentation Equipment

All session rooms will be equipped with a computer pre-loaded with your presentation, projector/projection screen, presenter remote, and microphone.

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