

Dear ISS Congress Presenters,

Here are some final details related to your presentations at ISS starting on July 15.

### Poster Presentations

The Poster Session will be Tuesday evening from 5:30-7:30 in the LaSells Stewart Center, next door to the CH2M HILL Alumni Center. Please consult the [ISS Congress website Programs tab](#) to find your Poster number.

Your poster should be prepared in landscape format with dimensions no larger than 48 inches (122 cm) wide X 42 inches (106 cm) high.

You may hang your poster starting the morning of Monday July 16. Posters will be available for viewing throughout the conference and will be on display as members of the public join the conference for the keynote lecture on Monday night. Please consult the registration desk to receive hanging instructions. Pins will be provided.

### Oral Presentations

Please consult the [ISS Congress website Programs tab](#) to find your talk time and location. Oral presentations will occur in two presentation rooms, one in the Alumni Center and one in the LaSells Stewart Center.

All speakers (except for invited plenary speakers) have a 15 minute time slot. You should prepare a talk that is about 10 minutes long, leaving time for some questions and a bit of buffer time to transition between talks. Session chairs will be strictly enforcing the time limit so that the conference proceedings can remain on time and concurrent sessions can remain in synchrony.

On the day of your presentation, please bring your presentation on a USB drive. In the morning or at a break before your session, please provide the USB drive to the audio-visual technicians in the room.

There will be a *Speaker Ready Room* available to speakers interested in practicing their talks and checking how their slides look when projected. It will be available on a first-come-first-served basis. A screen, projector, and computer will be provided.

Conference Services has prepared some tips for speakers, to ensure smooth AV presentation of your material. This is available on the Programs tab under 'Speaker Tips' and below:

### *Speaker Tips*

Below are the issues most presenters experience and a link to troubleshoot the issue. If you have concerns about your presentation or specific questions, please contact the Conference Services Team (contact information below) as soon as possible to get resolution ahead of presentation time.

- Use either the 4:3 or the 16:9 slide dimensions. Both will work.
- If you have videos in your presentation, make sure they are properly embedded to ensure they play correctly.  
(<https://support.office.com/en-us/article/insert-or-link-to-a-video-on-youtube-8340ec69-4cee-4fe1-ab96-4849154bc6db>)
- If you are using specific fonts in your presentation, make sure they are embedded in the presentation so they will display on multiple devices.  
(<https://support.office.com/en-gb/article/embed-fonts-in-word-powerpoint-or-excel-cb3982aa-ea76-4323-b008-86670f222dbc>)
- If you have speaker notes in PowerPoint for your presentation, make sure they are enabled for multiple monitors. Monitors will be setup on the computer settings outside of PowerPoint.  
(<https://support.office.com/en-us/article/present-on-multiple-monitors-and-view-speaker-notes-privately-ccfa1894-e3ef-4955-9c3a-444d58248093>)

For technical questions prior to arrival:

Oregon State University Conference Services  
541-737-9300  
conferences@oregonstate.edu

*Onsite technical question can be addressed with the onsite techs.*

### Education Session

The Education Session will take place on Thursday afternoon from 3:30-5:00 in the Alumni Center. Materials that the presenters requested will be available for set up starting at lunch time on Thursday. Please come to the Education Session area in the Alumni Center (designated on the map in the ISS Program that you will receive at registration) at lunchtime on Thursday to prepare your material for presentation that afternoon. Helpers will be present to assist you in your set up. Please contact Marc-Andre Selosse at [ma.selosse@wanadoo.fr](mailto:ma.selosse@wanadoo.fr) or Patricia Stock at [spstock@email.arizona.edu](mailto:spstock@email.arizona.edu) if you have questions about set up for this activity.

See you very soon in Oregon!

Best Regards,

Virginia Weis

