

2019 Bioremediation Symposium

April 15-18, 2019 | Baltimore, Maryland

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Platform Presenter Information

All PowerPoint® files submitted for platform presentations will be included in the Symposium proceedings. Please do not include confidential or sensitive information in your slides that you do not wish published.

Slide files on flash-drive will not be accepted as you check in at your Required Speaker meeting.

Last-minute revisions submitted after the due date may be submitted only at the Tech Support Desk onsite and must be submitted **24-hours in advance of your presentation**. Slides will not be reviewed for content or function (e.g., proper slide advancement, animations, etc.) by the Symposium Office. Please verify, in advance of submission, that your presentation operates as desired.

You may check your slides at any time at the Tech Support Desk.

Scheduled Session, Date, and Time. The placement notification email sent to each corresponding/presenting author states the session to which your abstract is assigned and the day that session is scheduled. The time assigned to the talk will be communicated to the speaker in mid-March.

Speaker Practice Room. A prep room with a laptop and projector/screen will be available for speakers' use in rehearsing presentations.

General Schedule. Platform sessions will be conducted in five concurrent daytime tracks, Tuesday through Thursday. The program will include four panel discussions that are scheduled throughout the technical tracks.

Presentation Length = 25 minutes: 18 min. (presentation) + 5 min. (Q&A) + 2 min. (transition to next speaker). Of the 25 minutes, **plan to speak for about 18 minutes**, leaving about five minutes for questions and two minutes for transition to the next speaker. Please limit background material, site descriptions, and information about standard methods to the first three to five minutes—use the remaining time to cover unusual aspects of the work and the results and conclusions. Please be respectful of other speaker's scheduled presentation times and do not exceed your time slot. Session Chairs will enforce the time limit for each speaker so that the five concurrent tracks will run according to the schedule. We recommend doing a dry run of your presentation, checking the content and 18-minute length of prepared remarks and the legibility of visual materials. This will help ensure that the research results are conveyed effectively to the audience.

Slide Design Recommendations. The session rooms are large, most people in the audience will be sitting a considerable distance from the projection screen. Please keep the following recommendations in mind when preparing your visuals:

- In general, **20 slides** are the maximum number of slides that can effectively be used in an 18-minute talk.
- Use large type (at least 24 point) and select an attractive color scheme that provides maximum contrast and visibility—dark text on a light background is recommended.
- Select only the most relevant information and carefully restrict the amount of text and complexity of drawings and tables.
- Avoid using paragraphs; instead use bullet points with at most six points per slide.
- Avoid using large headers and footers because they will crowd the slides and distract attention from the content.
- **Animation**—Use animation judiciously. Overuse can be a distraction and cause slides to display slowly. If your presentation uses complicated animations, you may be asked to resubmit your slides in PDF format as you wish them to appear in the Proceedings.
- **Backup Slides**—If you prepare backup slides for Q&A please clearly label them as such. Backup slides will not be included in the PDF of the slides prepared for the Proceedings.
- **Online Videos/Content**—Presentation laptops will not have hard-wired internet connections. Videos and any other linked/online content should be imbedded in the presentation to ensure proper function.

Submitting Your Slides: Due April 5, 2019. By March 15, 2019, the corresponding/presenting author will receive an email providing information on how to name and upload the file. **Bring a backup copy of the file to the Symposium.**

Session Room Equipment. Each session room will be equipped with a digital projector and a computer (running MS/Windows®10 and supporting PowerPoint® 2017 and earlier versions)—no other software (e.g., Prezi, Visme, etc.) will be supported. The computer will be located at the tech table in each room, not the podium. Professional AV staff will be present to run the projection and sound equipment. A slide advancer will be located at the podium to advance your slides. An example of the style and buttons on the slide advancers can be seen to the right.

