

Oral Presentation Guidelines

General Notes

- Oral presentations will be made using the conference laptop, which runs the presentation via PowerPoint.
- Visit the conference website (<https://woodadhesives.org>) for the most up-to-date program and complete details regarding your session.
- Session chairs have been instructed to cut all presentations after **15 Minutes** and allow 5 minutes for questions.
- Chairs will display signs indicating 5 minutes, 3 minutes, and 1 minute remaining, and will stand up at the end of your presentation time.

Slide Presentation Details

- Prepare your slides in a 16:9 ratio using PC-compatible software.
- Videos should be embedded in slides, as there is no internet access during the sessions.

Audio Visual (AV) & Seating Details

Seating will be Classroom Style, and all Session Rooms will be equipped with:

1. One podium and a microphone
2. LCD projector and screen
3. Windows laptop (Presentations must be PC compatible and in a 16:9 ratio)
4. Clicker with pointer
5. Timer

Questions? Contact: FPS Staff, memberconnect@forestprod.org