

Oceania Ecosystem Services Forum 2019 – Oral presentation guidelines

1. **The day before your presentation:** If you will use PowerPoint slide, please upload them at the Audio Visual Download Station at the front of the room you presenting in, **the day prior to your talk**. Use the Folders on the computer relevant to the session the Presenter is talking in (i.e. Presentation Session 1a, 1b, 1c, etc). Presentations can be uploaded by the Presenter, the Chair for the session, or any forum support staff.
2. **The day of your presentation:**
 - All Presenters in each session should arrive at their room no less than 10 minutes prior to their session. This will enable the Chair to familiarise you with the equipment, discuss timing for your presentation, and ensure they know how to pronounce your name for your introduction.
 - Chairs and presenters should sit in the front row.
3. **Your presentation:** Presenters will have 15 minutes presentation time (with or without PowerPoint slides) and 5 minutes of audience Q&A and open group discussion, so each one has a time a slot of 20 minutes.

The Chairs of each session will ensure each presentation starts and finishes at the allocated time.

4. **Note:** To ensure participants can move between rooms and listen to presentations in different streams, presentations will not be brought forward if a Presenter withdraws or finishes early.