

7th Biennial Bay-Delta Science Conference

**Ecosystem Reconciliation:
Realities Facing the San Francisco Estuary**

October 16–18, 2012 Sacramento Convention Center, Sacramento, California



2012 Bay-Delta Science Conference Oral Presentation Guidelines

The 2012 Bay-Delta Science Conference will include 2 ½ days of concurrent sessions. The audience will include scientists, engineers, and stakeholders engaged on San Francisco Estuary issues.

- **Timing of presentations:**
 - Presentation slots are 20 minutes long, however, speakers should only plan to speak for 15 minutes, leaving 3 minutes for questions and 2 minutes for transition to the next speaker. Session chairs will strictly enforce the 20 minute rule for each speaker. Each podium will have a timer box that will display the following during your talk:
 - Green Light (Presentation) - A timing light will appear green for the first fifteen minutes of your time slot.
 - Yellow Light (Questions) - When the light turns yellow, you are expected to end, then let the session chair ask for questions (if there is time).
 - Red Light (End of Time Period) - When the light turns red, your time period is up. At this point the session chair will break in and introduce the next speaker.
- **Presentation Loading and Formats:**
 - You must load your presentation **PRIOR** to your session. You will **NOT** be allowed to load your presentation during your session. Meet with your session chair prior to the session help them load all 5 presentation onto one memory stick. Your chair will then transfer the file to the session laptop.
 - Your session will contact you prior to the conference to set up a time when your presentation can be loaded onto their memory stick. Please bring your presentation on a thumb drive and make sure your presentation is in PowerPoint format (we also recommend bringing it in PDF format as a back-up, this is especially important for Mac users). Laptops will run PowerPoint 2010. All presenters should bring their presentations on a thumb drive to their session in case we have computer issues and need to switch out computers.
 - If you are running video files in your presentation, please set up a practice period with your moderator prior to your session to ensure all the correct drivers are loaded on the laptop being used in your presentation room.
 - Avoid using fonts and symbols not standard in the PowerPoint library

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- **Speaker Prep Room (Room 305)** – The speaker prep room will be open for the duration of the conference (8 AM – 5 PM). Speakers can use the room to review their presentations and/or meet with their session chairs. Back-up equipment (laptops, flash drives, CD's, etc), will be available for check-out by speakers and session chairs at the registration desk.

If you have any questions, please contact Lenny Grimaldo at lgrimaldo@usbr.gov .

Thank you,

Lenny Grimaldo and Cindy Messer, Co-Program Chairs