

CHS Oral Presentation & Poster Instructions

Oral Presentations:

The annual CHS conference is a hybrid event, with all talks recorded and streamed via Zoom. Please follow the below guidelines to ensure the conference runs smoothly.

15-minute talks

Target 10-12 minutes for your presentation to leave a few minutes for questions.

5-minute lightning talks

Please use your full allotted time. There are no questions at the end of 5-minute talks, though they are scheduled immediately prior to a break.

All talks must be uploaded to the conference Dropbox **by noon Friday, September 20th**: <https://www.dropbox.com/request/Z5qNYOIuRE6DfWIKyqQI>

You may wish to bring an electronic copy of the presentation file on a USB memory device as backup, but ensure the talk is uploaded to the above Dropbox link as well. Please come to your presentation room **15 minutes before your session begins** to ensure your talk is available on the presentation computer with the tech team representative.

Online participants are encouraged to ask questions in the Zoom chat. There will be someone in-person monitoring the chat and sharing questions with the speakers.

All technical questions should be directed to: conference@canadianherpetology.ca

Please Note: *We are recording talks!*

If you do not want your talk to be posted on the CHS YouTube channel, please contact Pam Rutherford as soon as possible at conference@canadianherpetology.ca

All Styles

Many reptiles and amphibians in Canada are **at risk of poaching**, so keep location information at a broader level than someone would be able to find publicly available online.

Posters:

- Posters must be *smaller than* 120cm wide x 120cm long
- All text, photos, and graphics should stay approximately 2cm away from the edge of the page.
- Font sizes
 - Titles:

- *Major title* = 72 point and bold
- *Minor titles* (intro, objectives, conclusions) = 48 to 60 point bold & italics
- Choose a common font style that includes both caps and lower case (“All Caps” can be difficult to read)
- Body text: Recommended font size is 28 to 42 point. Use point form (avoid paragraphs) and keep points short
- References: Reduce type size to 24 point or less; this should not be a significant part of your poster
- *Tips*:
 - Identify yourself, your organization, where you are from, and your funders – obtain permission to include your sponsors' logo(s)
 - Include your contact info for follow-up
 - Do a final thorough read-through and use “spell check”!
 - Have a friend look over your poster to ensure that 1) the take-away message is obvious, 2) spelling and grammar are correct and 3) the poster is aesthetically pleasing
 - Remember this audience will be interested in practical implications more than theory
 - Choose background colours that will ensure your lettering will not get lost in the background, and don't let your background take over from the message of your poster
 - Ensure images are at least 300pdi and inserted in .jpg format
 - Print a proof copy (page size) of your poster first before printing a full-size copy