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**Instructions for Oral and Poster Presentations**  
**Hilton Paper Valley Hotel, Appleton, WI**  
**April 25-26, 2024**

**ORAL PRESENTATIONS**

- Oral presentations must be NO LONGER than 20 minutes in length, with an additional 3 minutes for questions. You will be signaled at the 17-minute mark and requested to stop at the 20-minute mark.
- Lightning talks are scheduled for 5 minutes in length, including questions, and should be limited to 5 slides.
- The following Audio-Visual equipment will be available for your use:
  - one data projector and PC laptop loaded with PowerPoint and Adobe Reader
  - one screen
  - one laser pointer
- Presentations may be made in .ppt, .pptx, or .pdf formats.
- **IMPORTANT** information for **PowerPoint** Users:
  - **Please save your presentation with your session number (e.g., 2B) and last name.** Your session number can be found on the program on our [website](#).
  - Save your PowerPoint presentation on a USB FlashDrive or external hard drive.
  - Please be prepared to load your presentation on the designated computer at registration **PRIOR** to the meeting (someone will be at the registration table between 10:00 and 11:00 AM on Thursday). If you will be arriving late, please notify us at [wisconsinawra@gmail.com](mailto:wisconsinawra@gmail.com).

**Note:** A pdf of your oral presentation will be uploaded to the AWRA website unless you have instructed us otherwise.

**POSTER PRESENTATIONS**

- There will be a poster presentation area at the conference where posters will be available for viewing throughout the conference. Each poster presenter will need to be available to answer questions at their poster during the designated poster session (Thursday evening after dinner).
- The poster and exhibit hall will be open on Thursday morning. All posters must be in place by 5:05 p.m. The posters session ends at 9:00 p.m. Posters may be removed by the presenter anytime after 9:00 p.m. or will be taken down at 10:00 p.m. on Thursday.
- Each presenter will be allotted a 4' x 5' area. It is strongly recommended that posters not exceed these dimensions. Posters will be attached to foam-core boards using pins and clips and will be arranged on available tables. Pins/clips will be provided.
- Student poster presenters will receive an email with instructions for uploading their poster to be considered for the student poster award.
- Correction from previous instructions: There will be no numbering system for posters this year.

If you have questions regarding your poster presentation, please contact us ASAP.

**STUDENT AWARDS**

To encourage excellence in student oral and poster presentations, up to four awards of \$200 will be offered. Please see the meeting announcement and registration form for more information.

**ADDITIONAL INFORMATION**

Please refer to the conference web site at <https://www.wisconsinawra.org/2024-annual-meeting.html>

**THANK YOU!**