



Instructions for Oral and Poster Presentations
Chula Vista Resort, Wisconsin Dells, WI
April 10-11, 2025

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.
- 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 and last name (e.g., 2B_Smith).** 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 9:30 and 11:00 AM on Thursday).
 - If you will be arriving late, please notify us at wisconsinawra@gmail.com.

POSTER PRESENTATIONS

- The poster and exhibit hall will be open on Thursday morning at the beginning of registration (9:30 a.m.) and will remain open all day to allow for poster setup and viewing.
- We request that all posters be set up at or before the 4:40 p.m. networking break to allow for extended viewing by conference attendees.
- Poster presenters will need to be available to answer questions at their poster from 7-8:00 p.m.
- The poster session will end at 9:00 p.m. after which presenters may remove posters. Any remaining posters will be removed by 10:00 p.m. and stored at registration for later pick-up.
- Each presenter will be provided foam-core boards OR banner rails with pins/clips to attach their poster. The board size is 40" x 60" and the banner rail is 48" long. It is strongly recommended that posters not exceed board dimensions. Posters will be attached to the foam-core boards and arranged on available tables OR attached to banner rails and hung from draping.
- Student poster presenters will be contacted with further instructions and scoring criteria.

If you have questions regarding your poster presentation, please contact us ASAP at wisconsinawra@gmail.com.

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/2025-annual-meeting.html>

THANK YOU!