



**Instructions for Oral and Poster Presentations Sheraton
Milwaukee Brookfield Hotel, Brookfield , WI
April 9-10, 2026**

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.
- **PowerPoint** Users: embed fonts (File > Options > Save > Preserve Fidelity > Embed fonts)
- **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](#).
- Bring your presentation file saved on a USB FlashDrive or external hard drive.
- Load your presentation on the designated computer during conference registration PRIOR to the meeting, 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.
- Student presenters will be contacted with further instructions and scoring criteria.
- If you have questions regarding your presentation, please contact us ASAP at wisconsinawra@gmail.com.

POSTER PRESENTATIONS

- The poster and exhibit hall will be open on Thursday morning during registration (9:30 a.m.) and will remain open all day to allow for poster setup and viewing.
- Set up your poster before or at the start of the 4:40 p.m. networking break to allow for extended viewing by conference attendees.
- Poster presenters are required to be at their poster for questions and discussion 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.
- Presenters will be provided foam-core boards OR banner rails with pins/clips to attach their poster. The board size is 36" high x 48" wide. It is strongly recommended that posters not exceed this board size! Posters will be attached to the foam-core boards and arranged on available tables or easels using the pins and clips provided OR attached to banner rails and hung from draping using the provided pins and clips.
- 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/2026-annual-meeting.html>

THANK YOU!