

Guidelines for Oral and Poster Presentations
6th Annual Science Meeting
Chesapeake Marshlands NWR Complex

Abstracts are due by no later than Feb. 6, 2009 and are limited to 250 words or less. Please send abstracts for oral and poster presentations to Miranda White at: Miranda.white@fws.gov. If you have questions, please call 410-228-2692, ext. 106.

Oral Presentations

1. Each presenter will have 15 minutes to present and 5 minutes for questions. Please limit your presentation to 15 minutes so that the audience may ask questions.
2. Please prepare a PowerPoint presentation. We will need you to arrive at Chesapeake College by no later than 8:15am to load your talks onto the laptop computer (please bring a jump/flash drive or CD). If you prefer to send your talk prior to March 18, please send a CD or email the talk to Miranda White (Miranda.white@fws.gov). Most PowerPoint presentations are too large to go over the Fish and Wildlife Service server (limited to about 10 MB).
3. When 5 minutes are remaining for your talk we will hold up a sign “5 minutes”; when 3 minutes are remaining we will hold up a sign “3 minutes”; and when 1 minute is remaining we will hold up a sign “1 minute”. The agenda is tightly packed, so we will need to keep everyone to their allotted time slot (see attached agenda).
4. The auditorium at Chesapeake College holds 900 people and we will try to concentrate the audience to a central location. Presenters will be on stage and Dixie Birch will introduce each presenter and the title of their talk.

Poster Presentations

Please bring your poster mounted on foam board so it may be displayed in the lobby of the auditorium on the easels we will provide. In general posters should be about 3-4 feet by 3-4 feet to fit on the easels. We will not have the ability to pin or tape posters to any walls, so please mount your poster and bring it to the College by no later than 8:15am.

Participants in the science meeting will have the opportunity to view posters between 8:15am – 9am, during morning and afternoon breaks, and during the lunch break.