

the **OUTDOORS** are  
*Better* **TOGETHER**

75<sup>th</sup> Annual Southeastern Association of  
Fish and Wildlife Agencies Conference

October 17-21, 2021 | Roanoke, VA



## PRESENTER GUIDELINES: IN PERSON

Here are a few tips to make sure your experience is successful. Please read carefully and contact us if you have any questions. Thank you in advance for your participation!

## ORAL PRESENTATION GUIDELINES: (In Person Presentation)

### TIMING:

*Please review the Schedule online for a confirmation of the date/time/length of your presentation.* Unless otherwise arranged with symposium organizers or program co-chairs, oral presentation speakers will be allowed 20 minutes for their presentation - **this includes time for Q & A.** Typically 15 minutes for presentations will allow time for questions and the transition between speakers. Each session will be assigned a moderator to assist with speaker transitions and to keep the sessions on schedule. Transition time between speakers will be very brief, so you are required to adhere to this schedule.

### AV EQUIPMENT:

Each meeting room will be equipped with a data projector, wireless clicker, screen, and laptop with Microsoft Office 2013 (which will provide backward compatibility for earlier versions of MS Office -2010, 2007, 2003 and 2002 {XP}). Laptops will also have a PDF reader and at least one Web Browser. The projector is 4:3 native but will scale to 16:9 aspect ratio as well.

**Note:** The conference will not support "Mac" computers or software. Mac users need to be sure their presentations are Windows or PowerPoint compatible.

### PRESENTER CHECK-IN ONSITE/SPEAKER READY ROOM:

All presenters must drop off a copy of their presentation to the **Speaker Ready Room (Blue Ridge Boardroom)**. **Plan to arrive and check in here prior to your scheduled presentation time: for morning sessions, presentations must be loaded no later than 3:00 PM the day before; for afternoon sessions, no later than 10:00 AM the day of.** The Conference AV Staff will distribute all presentations to the appropriate meeting rooms before the sessions begin. Please do not show up for your presentation expecting to be able to load your file onto the meeting room laptop at the last minute. We cannot guarantee that presentations will get properly uploaded if you wait until the start of your session. If you plan on using video or audio as part of your presentation, you must test your presentation on the conference computer. You should not plan on hyperlinking to a website to present video or audio, embed the content directly into your Powerpoint presentation.

**\*\*\*UPLOADING TALKS:** Please bring your presentation to the conference on: flash drive/data stick clearly labelled in the following format: **lastname\_session; example Jones\_Symposium 2.**

## ORAL PRESENTATION GUIDELINES: (In Person & Virtual)

We are designing this meeting to be a hybrid event to allow those unable to travel to have access to content. This includes live-streamed sessions, and pre-recorded presentations available for attendees to view on demand.

**Symposia:** The following symposia will be live-streamed, meaning broadcast to a virtual audience during the scheduled time. These symposia sessions will also be recorded and the recording link posted to the virtual site for viewing on demand.

10/18/2021	01:40 PM	04:40 PM	S-02: "Come Get Your Bear!": Human-Bear Conflict Management
10/19/2021	08:00 AM	11:00 AM	S-03: Study of and Strategy for Engaging Wildlife Recreationists
10/19/2021	08:00 AM	12:00 PM	S-04: Knowledge vs. Perceptions: Wildlife Disease Issues
10/19/2021	01:20 PM	04:40 PM	S-05: Climate Impacts to Wildlife Populations and Habitats
10/20/2021	08:00 AM	10:00 AM	S-06: Seabird Conservation in a Coastal Urban Setting

**NOTE:** S-01: SECAS and 30 by 30: Identifying Opportunities and Defining Outcomes in the Southeast will be Virtual Only. All presenters and attendees will participate by joining a zoom meeting link.

**General Contributed Tracks:** For those presenting in the following Concurrent Technical Sessions – these presentations will be given live at The Hotel Roanoke during the scheduled time. **Additionally, in order to provide content for the virtual audience, you are required to submit a pre-recording of your presentation, which will be uploaded to the virtual site on for attendees to view on demand.**

10/18/2021	01:20 PM	05:00 PM	Marketing, R3 & Communications
10/18/2021	01:20 PM	04:40 PM	Wildlife 1
10/19/2021	08:00 AM	12:00 PM	Fisheries 1
10/19/2021	08:00 AM	11:20 AM	Marketing, R3 & Communications
10/19/2021	08:00 AM	12:00 PM	Wildlife 2
10/19/2021	01:00 PM	05:00 PM	Fisheries 2
10/19/2021	01:20 PM	05:00 PM	Wildlife 3
10/20/2021	08:00 AM	11:00 AM	Wildlife 4A
10/20/2021	08:00 AM	10:00 AM	Wildlife 4B

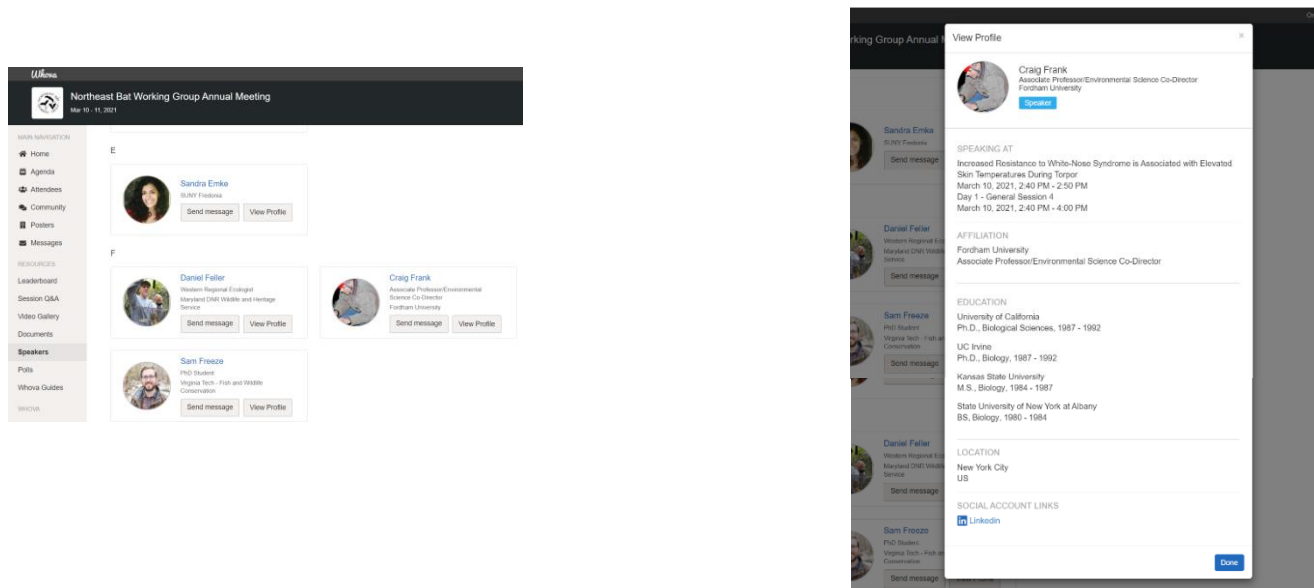
**NOTE:** *all other sessions and meetings if not identified here will be for an in person audience only.*

## PLATFORM:

We will be using a platform called “Whova” to deliver the online content, as well as a variety of other ways to engage and connect with other participants. All attendees will have access to the Whova site up to a week before the event dates, and up to 3 months after. The site has a desktop and mobile app version for greater flexibility.

## SPEAKER GALLERY

One feature of Whova is a **Speaker Gallery** where all presenters and moderators can create a profile and upload a bio, photo, links to social media sites, polls, and pdf documents. All of the attendees will have access to the gallery, and will be able to view whatever you have uploaded to share. Below are images from an in event in Whova showing the Speaker Gallery in action:



## How to Set Up Your Speaker Profile

In early October, you will receive an email from the event organizers inviting you to log into your speaker portal and set up a log in and password. Once done, you can then complete the information required. You are welcome to go into your portal and make updates as many as time as you need to. **The deadline to have finalized will be Monday, October 11th**