



# The 2011 UNLV GeoSymposium Oral Presentation Guidelines

## Prepare Your Presentation

Presentations should be prepared using Microsoft PowerPoint.

## Pre-Submit Your Presentation

- Authors should load *and test* their PowerPoint presentations on the Toughbook in the Geoscience Department office between 8:00 am Monday, April 11<sup>th</sup>, and 4:00 pm Wednesday, April 13<sup>th</sup>.
- Please make sure that all slides, particularly images, display properly on the Toughbook.
- The Toughbook will not remain in the Department office after 4:00 pm on April 13<sup>th</sup>. However, final submissions will be accepted directly after Seminar. All submissions **MUST** be loaded by Thursday April 14<sup>th</sup>.

## Bring a Back-Up Copy

It is recommended that you bring a back-up copy of your presentation on a USB flash drive to GeoSymposium on Friday, April 15<sup>th</sup> in case of technical difficulties.

## Check In at the Registration Booth

Please check in at the registration booth in the Blasco Event Wing of the Foundation Building no later than 8:30 am on Friday, April 15<sup>th</sup>.

## Give Your Presentation

- You will be allotted a total of 15 minutes for your presentation, which should include two minutes for questions. Please endeavor to use the entire time allotted for your presentation without running into the next speaker's time slot.
- Computer projector, screen, and a laptop will be provided for oral presentations. Slide projectors, overhead projectors and multiple screens will not be available.
- Please discuss the material described in your abstract.
- Take the time to prepare your talk well and rehearse it in front of others.

*Thank you for participating in the 6<sup>th</sup> Annual UNLV GeoSymposium!*