

Presenter Guidelines



PEOPLE 2023

International Conference on
Collaborative Solutions to Environmental
Problems under Climate Change

August 7-11, 2023
Montreal, Quebec, Canada



[HTTPS://WWW.PEOPLE-NETWORK.CA/](https://www.people-network.ca/)



Guidelines for Oral Presenters

General guidelines: Each oral presenter has 12 minutes for presentation, followed by 3 minutes for Q&A. Please use MS PowerPoint (.pptx or .ppt) to prepare your slides; 16:9 slide ratio is recommended.

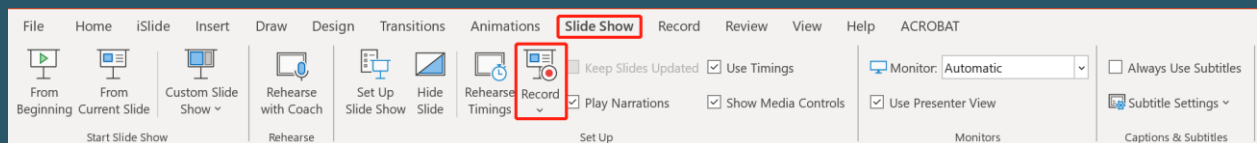
In-person presenters:

1. Arrive your session 10 minutes earlier and check-in with the logistic team.
2. Bring your slides using a USB flash disc and load the file to the laptop onsite.
Please name your file as follows: Presenter full name_Abstract title

Online presenters:

1. Prepare your slides and record a 12-minute presentation video. In case of internet interruptions, we will play your recording.

How to record your presentation: We recommend using MS PowerPoint: Click "Slide Show" → "Record". Please make sure to turn on your camera. More instructions please see [here](#).



2. Submit your recording via your abstract submission form by **July 31, 2023**.
 - 1) Log in/activate to your Fourwaves conference account.
How to activate your Fourwaves account? → See [here](#)
 - 2) **Where to upload:** Navigate to your profile dashboard → click "My submissions" → find your abstract and click "view form" → in the section "Presentation files submission", upload your recording (.mp4, max 1GB)



Presentation files submission

Submission deadline: July 31, 2023

Upload oral/poster presentation recording

Oral presentation (12 minutes): Mandatory for all online oral presenters

Poster presentation (3-5 minutes): Mandatory for all poster presenters (in-person and online)

 Drop file or [browse your computer to add](#)

File size must be 1GB or less (.mp4)

3. Online sessions will take place via Zoom. Connect to the Zoom room (link to be circulated) 10 minutes before your session.
4. Check in to the technical staff; test your audio and slide show.



Guidelines for Poster Presenters

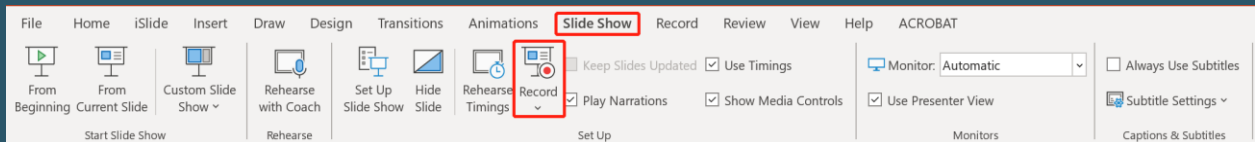
General guidelines for in-person and online poster presenters:

1. Prepare your poster

Poster size and orientation: recommend standard size 36" x 48", landscape preferable
The size of the physical poster should not exceed the dimension of the poster board (48" x 72" landscape)

2. Record a 3~5 minute poster presentation

How to record your presentation: We recommend you use MS PowerPoint: Click "Slide Show" → "Record". Please make sure to turn on your camera. More instructions please see [here](#).



3. Submit your poster and recording files online by **July 31, 2023**. Your poster and recording will be posted on the conference website.

1) Log in/activate to your Fourwaves conference account

How to activate your Fourwaves account? → See [here](#)

2) Submit your poster and recording via your abstract submission form.


How to upload: Navigate to your profile dashboard → click "My submissions" → find your abstract and click "view form" → in the section "Presentation files submission", upload your poster (.pdf, max 100MB) and recording (.mp4, max 1GB).



Presentation files submission

Submission deadline: July 31, 2023

Poster Submission (required for ALL poster presenters)

 Drop file or [browse your computer to add](#)

File size must be 100MB or less (.pdf)

Upload oral/poster presentation recording

Oral presentation (12 minutes): Mandatory for all online oral presenters

Poster presentation (3-5 minutes): Mandatory for all poster presenters (in-person and online)

 Drop file or [browse your computer to add](#)

File size must be 1GB or less (.mp4)

In-person presenter

You are requested to bring the hard copy of your poster to the venue as well as submit a digital version of your poster. Each in-person presenter will have a poster board to display your poster. Posters display duration: Tue, August 8 and Wed, August 9, 2023.

1. Submit a digital version of poster by July 31, 2023
2. Print your poster (presenters to cover their printing costs)
3. Bring the hard copy of your poster to the venue.
Poster setup: Tue, August 8, 8:00-9:00 am ET
4. Attend the onsite poster session for Q & A
Time: Tue, August 8, 5:15 – 6:00 pm ET (tentative); Location: Concordia University Conference Centre/John Molson Building, MB Atrium (1st floor)
5. Poster remove: Wed, August 9, 5:30-6:00 pm ET

Online presenter

1. Upload your poster and recording by July 31, 2023. Conference participants can browse your presentation files on the conference website.