

SIDE EVENT SPEAKERS instructions for the XIV World Forestry Congress

Introduction

We look forward to having you as a speaker to the World Forestry Congress. These instructions are for people notified that they have a speaking or panelist role in one of the **side events** of the Congress. These are essential instructions where a slide presentation will be used. If you are not a side event speaker, then please follow the separate [General Speaker Instructions](#) or [Speakers Corner instructions](#).

Please read and follow these instructions which are in 2 parts:

1. **Before the Congress:** Section 1 below provides instructions for preparing your presentation file (you must read and follow these instructions if you plan to use slides).
2. **At the Congress:** Section 2 provides instructions on how to find the sessions and rooms you are speaking in. Speakers in side events should read and are encouraged to follow all instructions and send the files to the side event organisers in advance (preferred) or upload the presentation file in the room they are speaking in (see 2.4).

The deadline for uploading presentations for side events is 30 minutes before the session starts. If you don't have slides, you should still be in the event room 20 minutes before the session starts.

1. Before the Congress – please do it now!

1.1 SPEAKERS Please check the [side event programme](#) and search for your name to find the starting time for the session you are speaking in:

<http://www.fao.org/about/meetings/world-forestry-congress/programme/side-events/en/>



Please keep within the time allocated by the side event organizer. Please contact the organiser to check your allocated speaking time beforehand, practice your talk to be slightly less than that and stick closely to the time to allow time for other speakers and discussion with the participants.


Languages

Note that interpretation is NOT available in many side events – so please check the [side event programme](#) to see if interpretation is available or contact the session organizer. Please bring **3 printed copies of your presentation** and deliver them to the interpretation booth on day of presenting. Your name and the title of the session should be clearly visible.

Click in the side event to open more details and see the organizers name and email address.

Please check online to find the day, time the session starts and room you are speaking in.

1.2 If you are using slides – you must follow the presentation file requirements in sections 1.2 & 1.3

Applications / Programs allowed	ONLY MS PowerPoint 2010 for PC (not Mac) or later can be used for slides. If you have used another program such as PowerPoint on a Mac you will need to save it as a PC version. If you used Keynote or any other format you must convert it to PowerPoint for PC and test it works before the Congress. “Prezi” style presentations are not allowed. As a last (and least preferred) option you can use PDF export to create a PDF file for your slides. There is no fixed or required template for presentations, but an optional WFC PowerPoint template is available online if authors want to use it.
Image / text qualities	Resolution: 1024px by 768px. Aspect Ratio 4:3. Picture compression 150DPI. Minimum font size: 14
Orientation	 <p>Use ← Landscape layout NOT Portrait (right) → is ok (left) OK Not OK:</p>
No of pages / slides	Aim to use <u>no more than one</u> slide for each minute you are speaking
Maximum file size	File size is unlimited for the presentation, so videos can be included but internet links won't work during the presentation.
Embedded video formats	Only these video file formats are allowed: <i>[filename].wmv, .mov/mp4</i>
Live hyperlinks	No. This means that internet links won't work during the presentation.

Side event speakers should contact the event organiser to check if they can send the presentations to them in advance (preferred). If not, they can upload their presentations in the meeting room (see 2.3).

1.3 File names and template

Presentations are to be submitted as a final version ready to present in a PowerPoint file only (.PPT file). Please **name the file** starting with “Si” (for Side event) then your FAMILY NAME and a short title like this:

Filename: Si_FAMILYNAME_date [year-month-day] time [12h45].PPTx

Example: Si_CALDERON_2015-09-10_12h45.PPTx

You can use your own Power Point presentation design, or an optional WFC template is also available for use, it can be **downloaded here: [WFC pptx template](#)**.

2. At the Congress

2.1 At Registration – If you have a paper or poster accepted to the WFC, please tell the Registration desk and ask for the QR code sticker to stick onto the back of your Registration pass. This QR code can be scanned by smartphone QR reader apps and will link to a webpage that has your contact details and a URL to your paper(s) and/or poster(s).

2.2 How to find which sessions and rooms you are speaking in

Please check the online programme and search for the side event name, room location and time.

<http://www.fao.org/about/meetings/world-forestry-congress/programme/side-events/en/>

If you need more information on the side event, the email address of the session organiser is available by clicking on the side event to show more details.

2.4 What to do in the room where you will speak?

Please check the [side event programme](#) on the day in case there have been any room changes.

Please introduce yourself to the session Chairperson or Moderator so they know you are ready. There will be a WFC technical staff available to assist with copying your file onto the laptop and setting up microphones etc. You will change slides during your talk by means of a wireless control. Microphones will be on a stalk on the podium, or wireless handheld.

If you have not already given your presentation to the organisers, speakers can upload their presentations in the meeting room on the day they speak from 1 hour to 30 minutes before the session starts. The side event organisers are responsible for running these sessions and handling all the files and not the WFC Congress staff.

The deadline for uploading presentation for side events is 30 minutes before the session starts. If you don't have slides, you should still be in the event room 20 minutes before the session starts.

Please check the WFC website and online programme [first](#) if you have any questions

If you don't find the information you are looking for online, you can send us an email on the addresses below. After the Congress starts please go to the Speakers preparation room and ask one of the WFC staff.

For registration, exhibitions, accommodation and general inquiries: info@wfc2015.org.za

For questions on the congress technical programme: WFC-XIV-Info@fao.org

For questions on papers, posters and videos: WFC-Abstracts@fao.org

For questions on side events: WFC-XIV-Events@fao.org