

GUIDELINES FOR AUTHORS
22nd Session, International Poplar Commission
Santiago, Chile, 29 November – 2 December, 2004

Guidelines for Oral Presentation

- Each presenter will be given 15 minutes for presentation. The session moderator will strictly limit presentations to the maximum allotted speaking time. Generally one speaker should present on behalf of multiple authors. If more than one author is speaking, then the total time for the speaking slot must be subdivided accordingly.
- Each speaker is requested to prepare a PowerPoint presentation that can be submitted electronically prior to the 22nd Session (29 November, 2004). If the PowerPoint is too large to e-mail, authors need to bring a 3.5 diskette, CD or USB Memory Stick version with them to upload to the computer in the appropriate session.
- Microsoft PowerPoint is required for all plenary and oral presentations.
- Save your presentations as a PowerPoint file and give it your last name as a filename. Example: Adams Plenary.ppt for plenary presentations and Adams Session 1A for Concurrent Sessions (refer to <http://www.fao.org/forestry/ipc2004> for detailed programme)
- When preparing your supporting visual materials - text and graphics - make sure it can be clearly seen from the back row of a large (150+ person) auditorium. We suggest that you limit text on a single slide to highlights only using an appropriately clear background, font type, size and colour that is easily read from the back of the room.
- Full papers can be made available for dissemination in their original language, however, responsibility for arranging copying at the 22nd Session is the responsibility of the author.