

PRESENTER GUIDELINES



The International Association of Wildland Fire places high importance on integrity, responsibility and

reputation and expect members to display high standards of behavior that are conducive to creating and maintaining diverse and inclusive practices. This includes the manner in which we conduct ourselves in normal business practices and at our conferences.

To better assist conference presenters, panel members, and other participants, we have prepared these guidelines to help improve understanding of our changing social environment, the importance of considering audience perception, and how to prepare to ensure that appropriate language and images are used during presentations at conferences and workshops. In this guide we provide some helpful advice on presentation ethics; oral presentation language in terms of implications to sensitivity, respect, and inclusivity; thoughts on developing presentation visual aids; and identified areas of inappropriate behaviour.

IAWF expects all presenters to:

- Provide opportunities for others to learn and develop in ways that are in keeping with the IAWF commitment to diversity, equity, and inclusion.
- Refrain from demeaning, discriminatory, or harassing behaviour, materials, and speech.
- Refrain from harassment of or any form of discrimination against another participant, staff member, volunteer or others.
- Always fully disclose and resolve any existing or potential conflicts of interest.
- Always keep proprietary information confidential unless the appropriate person authorizes its disclosure.

Speaker Portal in PheedLoop:

All presenters should have access to their speaker portal in PheedLoop. If you do not have the link, please reach out to us.

Once you enter the speaker portal, you should:

- Update your profile (add City, State/Province, and Country for Location)
- Review your session title for accuracy.
- Review and update your session description if needed – you may update for typos or grammar, please do not change the intent of your presentation.
- Add Co-Speakers – this feature may be unavailable to you if you did not add the co-speaker earlier. Please contact us and we will help you add them.
- Check your Assigned Tasks – mark complete when finished.
- Add co-authors under your abstract under the sessions tab. See screenshot below.
- Add session files, you can add resources that you would like made available to the attendees, just do not mark the Private File box. This is also where you will upload your presentation closer to the conference.

The screenshot shows a user profile for Mikel Robinson on the left. The main content area is titled 'Sample Presentation' and includes a navigation bar with options like 'Smoke Transport and Air Quality', 'Ignite Talk', 'Oral Presentation', and 'Poster Presentation'. Below this is a section for 'Edit Details' with fields for 'Session Title' (Sample Presentation) and 'Session Description'. A red arrow points to the 'Additional Authors' field, which lists Jane Doe and John Doe. At the bottom, there is a 'Save Session' button.

Presenter Orientation: We will offer several presenter orientations via Zoom prior to the conference, Presenters are strongly encouraged to attend at least one; however, we will record the orientation if you are unable. We will go through what you can expect, both live in Pasadena and remotely, and give you an opportunity to ask questions.

Register in advance

[April 11 4:00 pm MDT](#)

[April 13 at 8:00 am MDT](#)

[May 10 4:00 pm MDT](#)

[May 12 at 8:00 am MDT](#)

Pre-roll video: If you would like to send us a pre-roll video, please send by May 16th. This is the short video that will play on a loop and will be visible until your session goes live, think of it as an advertisement for your session.

Conference Proceedings and Special Issues: We will publish a conference proceedings with abbreviated or short papers. To properly prepare your short paper, please adhere to the instructions. You can use the Word soft copy of the instructions file as a formatting template. Please remember your abstract must be in final form when you submit it to us; it will not be reviewed or edited. Abbreviated or short papers are due by June 14th. [Template and Instructions](#)

In addition, we will publish a Special Issue in the International Journal of Wildland Fire; more information will be available later

Register: All presenters are required to register for the conference by April 25th. If you are unable to pay prior to that date, you can select "invoice me" and you can pay at a later date. [Registration Information](#)

ORAL PRESENTATIONS

Presenter Logistics

- Please check the details program schedule for exact length of your specific presentation at the conference – presentations can vary in length. Practice in advance to ensure you do not go over your allotted time.
- Format your presentation in widescreen (16:9), this is generally the default.

Audio Visual Equipment

In each presentation room, we will provide:

- PC Laptop Conference
- LCD Projector
- Screen of appropriate size
- Podium
- Microphone
- PPT advancer and laser pointer
- Internet Access
- Audio from computer

To ensure a smooth transition, all presenters are required to use the provided computer.

Presentation Upload

Presentations must be uploaded to your Speaker Portal in PheedLoop. If you cannot find your link to your portal, please let us know.

In-person presentations must be uploaded no later than 5:00 pm, the day prior to your scheduled presentation.

Remote presentations:

- Pre-corded presentations must be uploaded by May 16th
- Remote live presentations must be uploaded no later than 5:00 pm, the day prior to your scheduled presentation.

This will allow you to load your presentation early—no more finding the presentation loading station or waiting in line to get this done at the conference. And it will allow us to ensure the presentations are loaded on to the appropriate computer and working properly. Please be considerate and submit your presentation on time!

Ignite Talks

Ignite Talks are 5-minute presentation. Presenters get 20 slides, which automatically advance every 15 seconds.

Remote presenters who are presenting Ignite Talks, must pre-record your presentation and upload to your speaker portal.

POSTER PRESENTATIONS

Schedule & Format: The poster session is scheduled for Wednesday evening, May 25th from 6:00 – 7:30 pm. Presenters are expected to be present at their poster to discuss their poster during that period.

Set up and removal times: You may set up your poster starting at 12:00 pm on Monday, May 23. Posters should be placed no later than 5:00 pm on May 25th. Your poster may be left up for the entire conference even though you will only be required to present your poster during the designated session. Please remove your poster by 5:00 pm on Thursday May 26th.

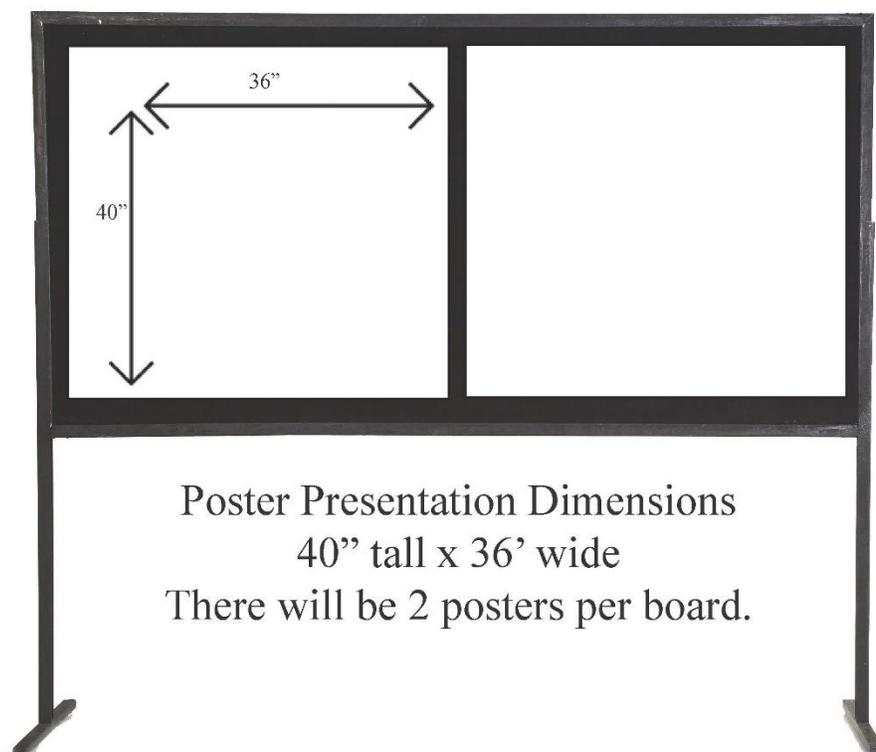
Poster Specifications: Posters should be no larger than 40 inches tall and 36 inches wide. We will provide you with pushpins or Velcro to attach your posters to the panel.

Please include a photo of the individual who will be presenting the poster. This will allow conference participants to locate you if they have questions about your poster.

We encourage you to print your poster locally – we will send information soon with more details.

Unless you plan to take your poster with you at the end, please do not laminate. We cannot recycle posters that are laminated.

NOTE: There will be no remote poster presentations, however, we encourage all poster presentations to upload a PDF of your poster to your speaker portal so the remote attendees can view.



PRESENTATION ETHICS

(From: <https://courses.lumenlearning.com/publicspeaking/chapter/chapter-3-ethical-speaking/>)

- Be honest, avoid plagiarism, and identify sources.
- Decide when to cite – all information that is not public knowledge should be cited.
- Cite sources properly.
- Understand paraphrasing and direct quotations.
- Use accurate citations.
- Be mindful of potentially sensitive graphics and words
- Provide honest and open communication.

Principles of Responsible Presentations:

Speakers must balance perceptions, intentions, speaker rights, and responsibility to audiences. Any person participating in IAWF activities is expected to refrain from demeaning, discriminatory, or harassing behaviour, materials, and speech.

Ethical communication may not be hard to deliver, but at times can suffer from failure to fully understand effects of aspects of communication. All presentations must strive to:

- Promote diversity,
- Use inclusive language,
- Avoid hate speech, and
- Present clear and respectful visual aids.

Promote Diversity:

- Speakers have a responsibility to appreciate differences among individuals and groups.
- Consider both your audience and your speech content.
- Use both sexes in hypothetical examples.
- Use co-cultural groups in hypothetical examples.
- Do not use negative or derogatory comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, age, national origin, socio-economic status, nudity and/or sexual images.
- Avoid stereotypes.
- Always remember, even if it doesn't concern you – it may offend others.
- Look at your slides – try to balance the type of people presented so they are not all the same or in stereotypical roles.

Use Inclusive Language:

- Avoid sexist language.
- Inclusive nouns are important for example, instead of fireman, use firefighter or chairperson, instead of chairman.

- Use gender-neutral pronouns. Gender neutral pronouns include they, them and their.
- Gender decoders exist to provide assistance in appropriate word selection: Several of these decoders can be found at the following links:
 - <http://www.writinghelp-central.com/gender-neutral.html>
 - <https://www.niu.edu/writingtutorial/style/bias-free-language.shtml>
 - <https://www.totaljobs.com/insidejob/gender-bias-decoder/>
 - <https://www.tomforth.co.uk/genderbias/>

Avoid Hate Language:

- Words are powerful, choose them wisely.
- Avoid using words that convey any expression of intolerance and hatred.

Present Clear and Respectful Visual Aids:

- Understand that times and social expectations have changed and cultures are different around the world – what was acceptable in the past may no longer be acceptable now and what may be acceptable or taken as humorous may be offensive in other cultures.
- If you are making a joke, or think it is funny – it may not be to others – remember you don't know their circumstances. Try to understand your audience and prepare accordingly.
- Visual aids should be evaluated in terms of the wording and pictures they use, and analogies they convey.
- Visual aids must value sensitivity, incorporate respect, and be inclusive.
- Be mindful to those who have colour blindness (look into the colours) - <https://usabilla.com/blog/how-to-design-for-color-blindness/>
- If in doubt – don't use it.
- Presentations should be accessible to a broad audience.
- Text must be of a reasonable size (suggest 24 point), in a clear, easily legible font.
- Figures must have legible axis and colour scheme.

Questions:

Send any questions to Mikel Robinson at execdir@iawfonline.org.