Memorandum

To: Presenters of contributed talks and posters at #WOS2022
From: Tim O'Connell, President
Date: 12 July 2022
Re: Presentation guidelines for in-person and virtual presentations

We are delighted that you will participate in WOS2022: the *Wilson Ornithological Society's* 2022 Annual Meeting (our 103rd) in Santa Fe, New Mexico, 17–19 2022. This document summarizes important information regarding presentation of contributed talks and posters, both for the in-person (18–19 July) and virtual (25 July) components. Note that presentations at this conference are opt-out with respect to social media. This means that presenters must indicate if they do **not** want their information shared across social media; the default position is that information in presentations is shareable.

Contributed In-Person Presentations
Poster Presentations: The poster session will take place 7:00–9:00 pm on Monday, 18 July. Poster boards should be in place and available for you to attach your poster by noon on Monday. We can accommodate a maximum poster width of 48"/122cm. Recommended dimensions are 48x36" (122x91cm) for landscape orientation or 36x48" (91x122cm) for portrait orientation.

Please make sure that your poster is on display by 7:00 pm, and that you are present and ready to field questions. Unless announced that the posters can remain on display, please assume that they must be removed at the conclusion of the session.

Oral Presentations: Oral presentations will be limited to 15 minutes; that time constraint must be strictly observed to synchronize concurrent sessions. Please plan on sharing what you can in 12 minutes at a relaxed pace, leaving 3 minutes for questions. The session moderator will introduce you and keep time, indicating when 12, 14, and ultimately 15 minutes have elapsed.

Please upload your presentation 24 hours before your scheduled speaking time to the corresponding folder below. We also recommend a back-up of the presentation on a flash or similar drive. Please use your surname and presentation time to name your file, e.g., "O'ConnellTue3:45.ppt".

There will be six sessions of oral presentations, with two concurrent meeting rooms active for a total of 12 separate rooms and speaking times. To upload your presentation to the correct folder, please first consult the Schedule and Scientific Program to determine the day, time, and meeting room (A or B) for your scheduled talk. Then, follow the links below to upload your presentation to the correct folder:

Monday, 9:30–10:30 am, Room A
Monday, 9:30–10:30 am, Room B
Monday, 11:00 am–12:00 pm, Room A
Monday, 11:00 am–12:00 pm, Room B
Monday, 1:30–2:30 pm, Room A
Monday, 1:30–2:30 pm, Room B

Monday, 3:30–4:30 pm, Room A
Monday, 3:30–4:30 pm, Room B
Tuesday, 12:45–2:15 pm, Room A
Tuesday, 12:45–2:15 pm, Room B
Tuesday, 2:30–3:30 pm, Room A
Tuesday, 2:30–3:30 pm, Room B

The Wilson Ornithological Society is an international, scientific, membership society that welcomes and supports all involved in the scientific study, education, and conservation of birds, through the publication of the Wilson Journal of Ornithology, and through mentoring, research grants, and annual conferences.

Contributed VIRTUAL Presentations

Oral Presentations: As you have heard, there will be a virtual component to our 2022 meeting via Zoom Webinar on Monday, 25 July. There will be several contributed oral presentations from attendees who will *only* participate virtually, but we encourage *all* presenters who plan to join us on the 25th to upload versions of their presentations. Page 15 of the Schedule and Scientific Program lists a Welcome & Social/Trivia Hour followed by a workshop on seeking graduate school opportunities in ornithology; virtual events begin at 12:00 pm EDT (UTC -4).

For presenters and especially those only participating virtually, we want you to have the benefit of answering questions and receiving feedback on the presentations you share. The mechanism for that interaction is still under development, but it begins with all participants on 7/25 investing the time to view the pre-recorded presentations. Recorded presentations will be available for viewing on the WOS YouTube channel.

Instructions for recording and sharing your presentation.
- Like contributed oral presentations delivered in-person in Santa Fe, recordings should be a maximum of 15 minutes' duration. There is no need to leave time for questions for your recording.
- You may use whatever platform you like to record your presentation (e.g., Zoom, Google Meet, QuickTime, Canvas) so long as it allows you to save a version you can share as an **mp4** file. Live closed captioning should be available upon viewing via YouTube, but it would also be a good practice to record your presentation in a format that displayed closed captioning if possible.
- Files may be made available in two ways: First, you may upload a file (saved with your surname, "O'ConnellWOSVirtual.mp4") to a designated folder. As an alternative, you may post your video to a YouTube account you manage and furnish a link to the recording that can be shared on the WOS channel.

Thank you for your attention to these instructions. Should you have any questions regarding posters or oral presentations for our scientific program, please contact Tim O'Connell (tim.oconnell@okstate.edu) or Auriel Fournier (auriel@illinois.edu).

We look forward to seeing you in Santa Fe!