Oral Presentations:

A session is one hour long, followed by a 15 question and answer period with all of the session speakers. Councils will identify 4 - 6 speakers per session, and speaker presentations will range from 10 - 15 minutes each.

(If the conference is in-person)

Each room will have a 6' screen, LCD projector and laptop. You may bring your own laptop and projector adapter if you choose to. Please have a copy of your presentation on a USB flash-drive to give to your session moderator. There is no need to submit the presentation ahead of time. Visual aids are encouraged in the form of Microsoft PowerPoint slideshows. PowerPoint slides for breakout rooms should be a 4:3 (standard) ratio and general session presenter's PowerPoint slides should be a 16:9 (widescreen) ratio.

Please arrive to your session at least 15 minutes early. By arriving early, presenters will have the opportunity to ensure that their files load and appear as expected during the session. When preparing PowerPoint files for your presentation, try to save the slideshow in a reverse-compatible format. The computers at the Congress may be utilizing an earlier version of Microsoft Office, and therefore, may not be able to open or display certain files optimally that are created in a newer version.

Keep in mind that conference staff are not able to print supplemental materials or visual aids. Presenters are responsible for these items, so please arrive prepared.

(If the conference is virtual)

Presentation schedules and lengths of presentations may vary depending on the number of speakers assigned to each session. Recorded presentations will vary in length between 10-15 minutes each.
PowerPoint slides for breakout rooms should be a 16:9 (widescreen) ratio.

You have several choices with recording your presentation:

**Staff Assistance**: EWRI staff can assist you with your recording if needed. Sign up appointments with staff will be provided later to select your recording time.

If you have been selected to present two presentations, select one recording time per presentation. All recordings will happen between **January 19–April 30, 2021**. Please do not wait until the last minute to record your presentation. If technical issues happen during the staff assisted recording time, it may be possible that you will have to reschedule the recording.

**Self-Recording**: You may self-record your presentation. All self-recorded presentations are due by **Friday, April 9, 2021**. If your presentation is not received by Friday, April 9, 2021, EWRI may remove your presentation from the conference agenda.

Please upload your video to our ftp site:

(Please note: the ftp site does not send a confirmation email back to you.)


Username: ewridropbox

Password: 9x7C4v!