



# **International Association of Wildland Fire**

*11<sup>th</sup> International Wildland Fire Safety Summit*  
**Promoting the Story of Wildland Fire Safety....**  
**...From Local to the Global**

Hilton Garden Inn - Missoula, Montana  
April 4-8, 2011

## **ORAL PRESENTATION GUIDELINES**

### **Schedule & Format:**

Refer to the attached program schedule for your session date and time. Note the amount of time you have been allotted for your presentation as they vary. Please ensure that you don't run over your allotted time by practicing your talk prior to the conference.

### **Meeting Room Standard Equipment:**

- One LCD Projector
- One laptop computer
- One lavalier microphone
- One presentation remote with laser pointer
- One screen of appropriate size
- Internet access

Presenters will be required to use the IAWF supplied laptop computer. The IAWF computer will have the following software installed: Microsoft Power Point 2007, Adobe Acrobat 9.x or higher, QuickTime 7.x or higher, Macromedia Flash Player 10.x or higher, and Internet Explorer 7.x or higher. **Please bring your presentation on one of the following media:**

- **USB flash drive**
- **CD-R**

**Note:** If your graphics or video clips are not imbedded into your presentation please bring them as well. If your presentation was created on a MAC and converted to run on a PC, please test it before you come to the meeting. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR). We've encountered compatibility problems with them.

### **Preparing your Presentation:**

**When preparing your presentation please ensure that your presentation places a special emphasis on safety!**

**The National Advanced Fire and Resource Institute** has an excellent Audio/Visual resource webpage that we highly recommend you take advantage of. [http://www.nafri.gov/pages/av\\_intropage.htm](http://www.nafri.gov/pages/av_intropage.htm)

In addition, the institutes **Visual Information Specialists** are available to give you advice or help you prepare your presentation free of charge. [http://www.nafri.gov/pages/av\\_contacts.htm](http://www.nafri.gov/pages/av_contacts.htm). Please feel free to contact them directly.

### **Speaker Ready Room**

All speakers are required to check in at the speaker ready table at least 4 hours prior to their session, or earlier if possible. This will ensure their presentation can be opened and loaded onto the conference computer system. All final adjustments can be made at this time.

Check in at the conference registration table to receive additional information about the speaker ready room.

### **Questions:**

Send any questions regarding audio/visual or computer support to Mikel Robinson at [mikel.robinson@umontana.edu](mailto:mikel.robinson@umontana.edu).

## **Conference Proceedings**

More information about the **11th International Wildland Fire Safety Summit Proceedings** will be available soon. Guidelines, along with a template for formatting, will be posted on the conference webpage and e-mailed to each presenter.

## **Registration**

**All presenters are required to register for the conference.** On-line registration is available on our website, <http://www.iawfonline.org/missoula2011/registration.php>. Note that all accepted presenters are required to register by **March 4th**, or they may be dropped from the program

## **Logistics**

### **Hotel and Conference Venue**

Hilton Garden Inn Missoula  
3720 North Reserve Street  
Missoula, Montana, USA 59808  
Phone: 1-406-532-5300  
Fax: 1-406-532-5305

[Click here](#) to make your hotel reservations on-line. Reservations should be made by March 5<sup>th</sup> in order to receive the special room rate of \$87/night + tax.

### **Hotel Parking**

The Hilton Garden Inn has ample free parking for all conference attendees.

### **Driving Directions**

From I-90  
Take the US-93 S/Reserve Street Exit #101  
Turn onto Reserve Street, toward town, and continue for approximately .6 miles.  
The hotel will be located on the left.

### **Transportation and Airport Shuttle**

The **Missoula International Airport (MSO)** is serviced by the following airlines:

- Delta Air Lines
- Horizon/Alaska Airlines
- United Express
- Allegiant Air

Flights tend to fill up quickly to Missoula so we recommend that you book early to receive the best rates.

### **The Hilton Garden Inn has complimentary shuttle transportation to and from the airport.**

1. Upon arrival at the Missoula airport please proceed to the Baggage Claim area.
2. There will be a hotel courtesy phone in the Baggage Claim. Please pick up the phone and dial the number listed for Hilton Garden Inn.
3. Please let them know that you are at the airport and need transportation to the hotel and they will have the next available shuttle pick you up.

**If a circumstance arises that will prevent you from attending the conference, please let us know as soon as possible by e-mailing Mikel Robinson [mikel.robinson@umontana.edu]**

*We look forward to seeing you in Missoula!*