



International Association of Wildland Fire

11th 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

POSTER PRESENTATION GUIDELINES

Schedule & Format:

We are happy to be offering electronic posters in addition to traditional posters for the first time as part of the 11th Wildland Fire Safety Summit. This format allows us to feature many valuable presentations that would otherwise not fit given our time and space constraints. Both the traditional posters and electronic posters will be available for display throughout the entire conference and participants will be able to visit the posters before and after the conference and during scheduled breaks.

Presenters will have the option of doing a traditional paper poster and/or an Electronic Poster. We will contact each of you individually to discuss this with you.

What is an electronic poster?

Electronic posters (E-posters) are PowerPoint documents produced by the authors before the conference. The e-poster includes text, figures and images just as in traditional paper posters. Please do not include video and/or audio in your presentation.

What about chatting with the author?

Conference attendees can communicate with the poster presenters by sending emails to the address listed on the PPT presentation. Presenters can be emailed at any time. Some presenters may also be available to answer questions at the conference.

You may be able to set up your own face-to-face meeting with authors by contacting them before the conference to set up a meeting. Contact details are available upon request.

Preparing your Presentation:

WHEN PREPARING YOUR PRESENTATION PLEASE ENSURE THAT YOUR PRESENTATION PLACES A SPECIAL EMPHASIS ON SAFETY!

Traditional: We will provide 1 poster panel board measuring 4 feet tall and 8 feet wide. We recommend that you leave at least a 2-inch margin on all sides of your poster. We will provide you with pushpins or Velcro to attach your posters to the panel.

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

Electronic: You will be permitted to submit one pdf or Power Point slide series not to exceed 10 slides prepared exactly the way you would submit this to a printer. The slides would contain the same content that you would display on a printed poster board.

Please create your PowerPoint format slides in the PowerPoint 97-2003 version. (You must choose this option deliberately if you are working on Windows Vista or a more recent version of Windows. If, after saving, your file has a .docx extension, you need to 'Save As' in 97-2003 (this will give it a .doc extension).)

The first slide should show the full title of your submission.

Each slide title should be placed in a title placeholder. This allows that title to come across in the hyperlinks on the left bar.

Place the title of your presentation and your name at the bottom of each slide.

It is suggested that type size should be at least 24 point. The typeface chosen should be a simple and clear one (e.g., Helvetica).

When importing or inserting any graphic file (picture) it is important to make sure that it will function on any computer and does not require proprietary software to view. The acceptable formats are as follows: Bitmap (BMP), GIF, JPEG (JPG), Portable Network Graphic (PNG), and TIFF (TIF).

A great resource for all presenters: 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. 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. Please feel free to contact them directly.

Submission of Electronic Posters:

Submit your Poster Presentation via e-mail to mikel.robinson@umontana.edu. **Submissions are due no later than March 28th**. If your presentation is too large to submit via e-mail please contact Mikel to arrangement an alternate transmission.

Questions:

Send any questions regarding audio/visual or computer support to Mikel Robinson at 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 5th 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!