



# **International Association of Wildland Fire**

*3<sup>rd</sup> Fire Behavior and Fuels Conference*

## **Beyond Fire Behavior and Fuels: Learning from the Past to Help Guide Us in the Future**

Red Lion Hotel at the Park - Spokane, Washington

October 25-29, 2010

## **ORAL PRESENTATION GUIDELINES**

### **Schedule & Format:**

Please refer to the attached program schedule for your session date and time. Unless otherwise noted in the program most presentations are 20 minutes long, 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:**

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 3<sup>rd</sup> **Fire Behavior and Fuels Conference 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.

It is our intention to follow the guidelines and format of the International Journal of Wildland Fire. To preview, as a reference, visit <http://www.publish.csiro.au/nid/117.htm?nid=117&aid=424>.

**The deadline for submitting papers will be November 1, 2010.**

## **Logistics**

### **Hotel Parking:**

Conference attendees will receive free parking for the duration of the conference. Take your ticket from the parking meter when you arrive, present it to a front desk employee when you check in and he/she will exchange your ticket for a complimentary parking pass that you may use to enter and exit the parking facilities for the duration of your stay.

### **Airport Shuttle and Transportation:**

**The Red Lion at the Park has complimentary shuttle transportation to and from the airport.**

1. Upon arrival at the Spokane airport please proceed to Ground Transportation.
2. There will be a hotel courtesy phone in Ground Transportation. Please pick up the phone and dial the number listed for Red Lion Hotel at the Park or Red Lion River 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.

*NOTE: The transportation shuttle runs on the 1/2 hour and is not able to accommodate reservations for arrivals due to schedule and the chance that some flights may be late or cancelled. It is important to call the hotel from the courtesy phone as soon as you arrive at the airport.*

**If a circumstance arises that will prevent you from attending the conference, please let us know as soon as possible by e-mailing the IAWF Business Office [info@iawfonline.org]**

*We look forward to seeing you in Spokane!*