



## **PRESENTER GUIDELINES**

### **Schedule & Format:**

Please refer to the program schedule to determine the length of your presentation, there are many different formats and lengths. Please ensure you don't run over your allotted time by practicing your talk prior to the conference.

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

- One LCD Projector
- One PC laptop computer
- At least one lavalier microphone, additional microphones available for panels.
- One presentation remote with laser pointer
- One screen of appropriate size
- Wireless Internet access
- Audio from computer for videos

IAWF will provide a PC laptop for your presentation, for the 30-minute presentations we ask that you use the provided laptop for smooth transitions. If you are presenting a longer session and would like to use your own computer that will be fine. If you are using a Mac please ensure you have the appropriate adapters. We have adapters for HDMI to VGA, so we can accommodate either.

### **Presentations Loading**

Power Point Presentations can be uploaded either onsite or online prior to the conference.

The deadline to upload presentations online is Sunday, October 20<sup>th</sup> at midnight Eastern. After the upload site closes, you must upload your presentation onsite at least one day prior to your presentation.

<https://iawf.submittable.com/submit/149774/presentation-upload-3rd-cohesive-strategy-workshop>

### **Questions:**

Send any questions regarding audio/visual or computer support to Mikel Robinson at [execdir@iawfonline.org](mailto:execdir@iawfonline.org).

## **GENERAL GUIDELINES FOR PRESENTERS**

IAWF individually and together with other partners around the world, plan, implement, and present significant conferences and workshops annually. These events are the foundation of our information dissemination and facilitation of global communication about wildland fire information.

We place high importance on integrity, responsibility and reputation and expect members to display high standards of behavior that are conducive to creating and maintaining diverse and inclusive practices. This includes the manner in which we conduct ourselves in normal business practices and at our conferences.

In order to better assist conference presenters, panel members, and other participants, we have prepared these guidelines to help improve understanding of our changing social environment, the importance of considering audience perception, and how to prepare to ensure that appropriate language and images are used during presentations at conferences and workshops. In this guide we provide some helpful advice on presentation ethics; oral presentation language in terms of implications to sensitivity, respect, and inclusivity; thoughts on developing presentation visual aids; and identified areas of inappropriate behavior.

IAWF expects all presenters to:

- Provide opportunities for others to learn and develop in ways that are in keeping with the IAWF commitment to diversity, equity, and inclusion.
- Refrain from demeaning, discriminatory, or harassing behavior, materials, and speech.
- Refrain from harassment of or any form of discrimination against another participant, staff member, volunteer or others.
- Always fully disclose and resolve any existing or potential conflicts of interest.
- Always keep proprietary information confidential unless the appropriate person authorizes its disclosure.

### **Presentation Ethics:**

(From: <https://courses.lumenlearning.com/publicspeaking/chapter/chapter-3-ethical-speaking/>)

- Be honest, avoid plagiarism, and identify sources.
- Decide when to cite – all information that is not public knowledge should be cited.
- Cite sources properly.
- Understand paraphrasing and direct quotations.
- Use accurate citations.
- Be mindful of potentially sensitive graphics and words
- Provide honest and open communication.

**Principles of Responsible Presentations:**

Speakers must balance perceptions, intentions, speaker rights, and responsibility to audiences. Any person participating in IAWF activities is expected to refrain from demeaning, discriminatory, or harassing behavior, materials, and speech.

Ethical communication may not be hard to deliver, but at times can suffer from failure to fully understand effects of aspects of communication. All presentations must strive to:

- Promote diversity,
- Use inclusive language,
- Avoid hate speech, and
- Present clear and respectful visual aids.

**Promote Diversity:**

- Speakers have a responsibility to appreciate differences among individuals and groups.
- Consider both your audience and your speech content.
- Use both sexes in hypothetical examples.
- Use co-cultural groups in hypothetical examples.
- Do not use negative or derogatory comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, age, national origin, socio-economic status, nudity and/or sexual images.
- Avoid stereotypes.
- Always remember, even if it doesn't concern you – it may offend others.
- Look at your slides – try to balance the type of people presented so they are not all the same or in stereotypical roles.

**Use Inclusive Language:**

- Avoid sexist language.
- Inclusive nouns are important for example, instead of fireman, use firefighter or chairperson, instead of chairman.
- Use gender-neutral pronouns. Gender neutral pronouns include they, them and their.
- Gender decoders exist to provide assistance in appropriate word selection: Several of these decoders can be found at the following links:
  - <http://www.writinghelp-central.com/gender-neutral.html>
  - <https://www.niu.edu/writingtutorial/style/bias-free-language.shtml>
  - <https://www.totaljobs.com/insidejob/gender-bias-decoder/>
  - <https://www.tomforth.co.uk/genderbias/>

**Avoid Hate Language:**

- Words are powerful, choose them wisely.
- Avoid using words that convey any expression of intolerance and hatred.

### ***Present Clear and Respectful Visual Aids:***

- Understand that times and social expectations have changed, and cultures are different around the world – what was acceptable in the past may no longer be acceptable now and what may be acceptable or taken as humorous may be offensive in other cultures.
- If you are making a joke, or think it is funny – it may not be to others – remember you don't know their circumstances. Try to understand your audience and prepare accordingly.
- Visual aids should be evaluated in terms of the wording and pictures they use, and analogies they convey.
- Visual aids must value sensitivity, incorporate respect, and be inclusive.
- Be mindful to those who have color blindness (look into the colors) - <https://usabilla.com/blog/how-to-design-for-color-blindness/>
- If in doubt – don't use it.
- Presentations should be accessible to a broad audience.
- Text must be of a reasonable size (suggest 24 point), in a clear, easily legible font.
- Figures must have legible axis and color scheme.