

20th International Zoo and Aquarium Educators' (IZE) Conference: Instructions for Presenters

A variety of presentation styles will enhance the conference. Below are the four most common presentation styles you may want to consider for your conference participation.

1. Paper Presentations:

- Paper presentations will be scheduled at 20-minute intervals. Each presentation should be no more than 15 minutes in length, allowing several minutes for questions and discussion.
- All final PowerPoint presentations must be submitted by September 20.
- As much as possible try to create a PC-compatible multimedia presentation and be sure to test your presentation on multiple computers.
- When naming your files, please title it "last name.title of presentation." (ie. Smith.evaluatingzoovisits.ppt)
- All presentations must be presented on the provided computer. Computers will be set to play standard video and sound. Please notify the committee via email if you have other audio-visual needs.
- If you plan to play a video file, please be sure to create a "pack & go" of your final presentation with video or sound. (From PowerPoint, go to File, then package for CD.) Be sure to bring the associated files with you to the conference, along with your presentation.

2. Posters:

- A poster session will be scheduled during an extended breakfast, allowing participants time to view and discuss the posters. Authors are expected to staff their poster during the scheduled time.
- Those wishing to present their work in poster format will be assigned a space. Posters should not be greater than 4 feet by 4 feet. Posters must be printed and brought to the conference ready to present.
- Posters should be descriptive of a project such as in-situ education work, zoo/aquarium experiences, evaluations, or new curricula that is relevant to conference participants.
- Include the following at the top of your poster: Title of poster, your name, job title, and institution.
- It is valuable to include sections such as project description/summary and key learnings.

- Too much text may discourage many people from reading your poster. An effective poster provides minimal text and a variety of exciting and descriptive pictures.
- You can use several font sizes to prepare the poster. Title and author's names should be no less than 70 point. The title of each section and any important bullet statement should also be large. Additional text should be no smaller than 24.

3. Workshops:

- Workshops are a great forum for brainstorming, problem solving, interactive learning, and building relationships. Workshops should involve audience participation and/or discussion.
- Each workshop could last approximately 90 minutes.
- When preparing your materials, please expect a maximum of 45 participants.

4. Panel Discussions:

- A panel discussion should include a facilitator who is responsible for identifying the topic and recruiting other panel participants in the field to participate in the discussion.
- Each panel discussion will be allotted 1 hour.
- Panel discussions usually include 4 panelists. With a 1 hour timeslot, each panelist would have 10 minutes to present their viewpoint. The remaining 20 minutes would focus on questions and answers.
- Your group of panelists may include leaders in their field who can offer a variety of viewpoints around the topic.
- The facilitator will also take lead in planning and facilitating the panel at the conference.

If you have any questions, please email the IZE Conference Planning Committee at wdw.ize@disney.com.