

GENERAL SPEAKERS instructions for the XIV World Forestry Congress

Introduction

We look forward to having you as a speaker to the World Forestry Congress. These instructions are for people notified that they have a speaking role as a Keynote, Plenary speaker or in one of the special events or technical sub-theme sessions of the Congress. We ask that all speakers follow the instructions if using a slide presentation. The [side events](#) and [Speakers Corner sessions](#) have separate speakers' instructions.

Please read and follow these instructions which are in 2 parts:

- 1. Before the Congress:** Section 1 below provides instructions for preparing your presentation file (you must read and follow these instructions if you plan to use slides).
- 2. At the Congress:** Section 2 provides instructions for how to find the sessions and rooms you are speaking in, and how to upload your presentation (you must read and follow these instructions if you plan to use slides). Most speakers will be in the main Congress sessions and must upload their files in the Speakers Preparation room (see section 2.3). Speakers in **Side events have separate instructions online**.

The deadline for uploading presentation for main sessions is 24 hours before the session starts. Please check the [online programme](#) NOW to find the day, time and room you are speaking in.

1. Before the Congress – please do it now!



1.1 ALL SPEAKERS Please check the [online programme](#) and search for your name to find the starting time for the session you are speaking in: <http://www.fao.org/about/meetings/world-forestry-congress/programme/>

Please keep within your allocated speaking time. Please contact the session organiser to check your allocated speaking time beforehand, practice your talk to be slightly less than that and stick closely to the time to allow time for other speakers and discussion with the participants.

Languages

You can speak in English, French or Spanish in most of the main technical sessions where simultaneous, spoken interpretation is available. Interpretation may not be available in side events – so please check the [side event programme online](#) to see if interpretation is available or contact the session organizer.

1.2 If you are using slides – you must follow the presentation file requirements in sections 1.2 & 1.3

Applications / Programs allowed	ONLY MS PowerPoint 2010 for PC (not Mac) or later can be used for slides. If you have used another program such as PowerPoint on a Mac you will need to save it as a PC version. If you used Keynote or any other format you must convert it to PowerPoint for PC and test it works before the Congress. "Prezi" style presentations are not allowed. As a last (and least preferred) option you can use PDF export to create a PDF file for your slides. There is no fixed or required template for presentations, but an optional WFC PowerPoint template is available online if authors want to use it.		
Image / text qualities	Resolution: 1024px by 768px. Aspect Ratio 4:3. Picture compression 150DPI. Minimum font size: 14		
Orientation	 OK	Use	 OK:
No of pages / slides	Aim to use <u>no more than</u> one slide for each minute you are speaking		

Maximum file size	File size is unlimited for the presentation, so videos can be included but internet links won't work during the presentation.
Embedded video formats	Only these video file formats are allowed: <i>[filename].wmv, .mov/mp4</i>
Live hyperlinks	No. This means that internet links won't work during the presentation.

1.3 File names and template

Presentations are to be submitted as a final version ready to present in a PowerPoint file (.PPT file). Please **name the file** starting with the 2 or 3 letter code below to show the session type you are in:

PI – [Plenary sessions](#)

Sp – [Special events](#)

ST1 - [Subtheme 1: Forests for socio-economic development and food security](#)

[ST2 - Subtheme 2: Building resilience with forests](#)

[ST3 - Subtheme 3: Integrating forests and other land uses](#)

[ST4 - Subtheme 4: Encouraging product innovation and sustainable trade](#)

[ST5 - Subtheme 5: Monitoring forests for better decision-making](#)

[ST6 - Subtheme 6: Improving governance by building capacity](#)

Si - Side events – if you are speaking in a side event, please use the [side event programme](#) here.

Presentations are to be submitted as a final version ready to present in a PowerPoint file only (.PPT file).

Please name the file starting with “XX” (for the session) then your FAMILY NAME and a short title like this:

Filename: ST3_FAMILYNAME_date [year-month-day] time [12h45].PPTx

Example: [ST3_SMITH_2015-09-10_12h45.PPTx](#)

You can use your own Power Point presentation design, or an optional WFC template is also available for use, it can be **downloaded here:** [WFC pptx template](#).

2. At the Congress

2.1 At registration – If you have a Paper or Poster accepted to the WFC, please tell the Registration desk and ask for the QR code sticker to stick onto the back of your Registration pass. This QR code can be scanned by smartphone QR reader apps and will link to a webpage that has your contact details and a URL to your paper(s) and/or poster(s).

2.2 How to find which sessions and rooms you are speaking in

Please check the online programme and search for your name in the Speakers tab.

2.3 Uploading your presentation

a) All speakers for all main sessions and sub-themes must upload their presentation in the Speaker Preparation Room, which will operate from 7am-7pm from Sunday 6th Sept to Friday 11th September.

Please go to the speakers preparation room (see map) as soon as practicable after arriving at the Congress centre, but at the latest 24 hours before your talk.

All presentations for the main sessions (not side events) will be run from a centralized server. **No presentations for the main Congress sessions will be run from speakers' own laptops or other devices. For all sessions (except side events), it is NOT possible to upload your presentation in the room you will be speaking, it must be done well in advance.** This means you have to upload your presentation from the Speakers Preparation room **at least 24 hours in advance of your talk.**

In the Speakers Preparation room a WFC staff member will meet you - please tell them **your name** and the **Session name, day and time** when you are speaking (as noted in the [online programme](#)). They will direct you to a computer to upload your PowerPoint file to a PC. There will be a Mac computer there if you have forgotten to convert and save your file to PC format.

Figure 1 Location of Speakers Preparation room



2.4 What to do in the room where you will speak?

**Please check the [online programme](#) on the day in case there have been any room changes.
Please get to the room no later than 20 minutes before the session starts.**

For all sessions, please introduce yourself to the session Chairperson or Moderator so they know you are ready. There will be a WFC technical staff available to assist with finding your file on the laptop and setting up microphones etc. There will be no opportunity to make changes to the presentation just before the session. You will change slides during your talk by means of a wireless control. Microphones will be on a stalk on the podium, or wireless handheld.

Please get to the room no later than 20 minutes before the session starts.

Please check the [WFC website](#) and [online programme](#) first if you have any questions

If you don't find the information you are looking for online, you can send us an email on the addresses below. After the Congress starts please go to the Speakers preparation room and ask one of the WFC staff.

For registration, exhibitions, accommodation and general inquiries: info@wfc2015.org.za

For questions on the congress technical programme: WFC-XIV-Info@fao.org

For questions on papers, posters and videos: WFC-Abstracts@fao.org

For questions on side events: WFC-XIV-Events@fao.org