



BIODIVERSITY CONSERVATION SHOWCASE

2025 MTRI Annual Fall Gathering

Saturday, November 22, 2025

Instructions for Presenters

Please follow these instructions to ensure your presentations work well at the venue. If you have any questions, problems, or concerns, please email Showcase2025@merseytobeatic.ca.

Oral Presentations

Timeslots for oral presentations are 15 minutes, including time to set up, speak, and answer questions. Plan to speak for 12 minutes if you want to take questions from the audience. Practice your talk to ensure it fits comfortably in the timeslot.

We can only accept presentations in PowerPoint. Slides will be projected from a PC laptop. If you prepare your presentation on a Mac, please test it on a PC before the conference to ensure it projects correctly. Note that any video files imbedded in your presentation must be saved in .mp4 format.

For slide size, please use the Widescreen (16:9 ratio) slide size option in the Design tab in PowerPoint. This ratio will maximize the slide size on the projection screen, which has a similar format.

Please use large fonts to ensure the entire audience (approx. 100 people) can easily read the text on your slides. The size of the projection screen is relatively small for the size of the room. Keep text to a minimum and use a font that is easily readable.

Upload your presentation to the personalized link provided (once your presentation slot has been confirmed) by November 20. We encourage you to bring a backup copy on a memory stick, just in case.

Poster Presentations

Our poster boards can accommodate posters with a maximum size of 122 x 122 cm (4' x 4'), so please design and print your poster accordingly. Posters should be not taller and not wider than 122 cm.

We recommend using large, easy-to-read fonts and keeping text to a minimum, using photos and other graphics where possible to illustrate your points.

The poster session will run from 4:00-6:00 PM on Saturday, November 22. Poster presenters are expected to be at their posters for most of the session. The poster session will be open to the public.

Presenters can hang their posters anytime before 4:00 PM on the day of the poster session and must take them down at the end of the session. If hung early in the day, attendees will have a chance to look at them during the breaks. Push pins for mounting posters will be available in the poster room. Poster can be hung starting at 8 AM.

During the poster session, light snacks will be available.