PRESENTER GUIDELINES

The International Association of Wildland Fire and its partners 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 way we conduct ourselves in normal business practices and at our conferences.

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 and partners expect 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.
- This is not an exhaustive list, just basic principles. We encourage you to do your own research and reflections on those complex questions and make sure that your presentation is ethical.

Speaker Portal in PheedLoop:

All presenters should have access to their speaker portal in PheedLoop. If you do not have the link, please reach out to us.

Once you enter the speaker portal, you should:

- Update your profile (bio, photo, etc.)
- Review your session title for accuracy.
- Review and update your session description if needed – you may update for typos or grammar, please do not change the intent of your presentation.
- Check your Assigned Tasks – mark complete when finished.
- Add session files, you can add resources that you would like made available to the attendees, just do not mark the Private File box.

Presenter Orientation

We will conduct three presenter orientations, please try to make at least one, especially if you are presenting remotely. Register in advance.

October 6 – 10:30 – 11:00 am MDT
October 8 – 4:00 – 4:30 pm MDT
October 9 – 8:00 – 8:30 am MDT

ORAL PRESENTATIONS

Presenter Logistics

- Please check the detailed program schedule for exact length of your specific presentation at the conference – presentations can vary in length.
    - Concurrent Oral Presentations are scheduled for 20 minutes (15 minutes for your presentation and 5 minutes for Q&A and transition).
    - Lightning Talks are 5 minutes; the time will be strictly enforced. These are meant to be fast paced; there is no time allotted for Q&A.
    - Interactive and Group Sessions; typically, 60 minutes
- Practice in advance to ensure you do not go over your allotted time.
- Format your presentation in widescreen (16:9) - this is generally the default.

Audio Visual Equipment

In each presentation room, we will provide:

- PC Laptop Conference
- LCD Projector
- Screen of appropriate size
- Podium
- Microphone
- PPT advancer and laser pointer
- Internet Access
- Audio from computer

To ensure a smooth transition, all presenters are required to use the computer provided.

Presentation Upload

Presentations should be uploaded using this link. **PRESENTATION UPLOAD LINK**

- In-person presentations (PowerPoint) must be uploaded 24 hours prior to your scheduled presentation.
- Remote presentations (PowerPoint) must be uploaded 24 hours prior to your scheduled presentation. During your presentation, you will display your presentation and share your screen. Submitting your PPT is simply for a backup if there are technical issues.

Remote Presentations

If you are presenting remotely, your session will take place in Zoom Webinar. We will send you your Zoom link in advance. Even if you are participating in the virtual conference, you will not join your session through the virtual platform. Instead, you will leave the virtual conference environment and join directly through Zoom. Please make sure your Zoom application is updated and that your camera and microphone are working properly before your session begins.

When you join the Zoom Webinar, you will enter as an attendee. Shortly before your presentation, our team will promote you to a panelist. Once the moderator begins your introduction, you will turn on your camera, unmute yourself, share your screen, and display your PowerPoint presentation.

If you have any questions, please contact us.

POSTER PRESENTATIONS

The poster session will be on Tuesday, October 20 from 11: 30 – 1:30 pm. (lunch will be provided for all)

Presenter Expectations:
All presenters are expected to be at their posters during their assigned session to engage with attendees and discuss their work.

Poster Set-Up & Removal Instructions

- Set-Up Begins: Monday, October 19 at 3:00 PM
- Poster Must Be Placed By: Tuesday, October 20 at 11:00 AM
- Removal Deadline: Thursday, October 22 by 5:00 PM

Poster Specifications: Each presenter will have one poster board, 8' wide and 4 'tall. We will provide the materials to hang your poster.

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.

Indigenous Knowledge
If your presentation contains or discusses Indigenous knowledge, the following are our expectations:

1. Consent was given by the Indigenous Nation or group to conduct the research and present on the findings at this conference.
2. Indigenous co-authors and/or Indigenous groups involved are listed and given credit.
3. If Indigenous peoples or sites of cultural significance were studied, details of the community consent and ethics should be included in the presentation.

These expectation follow guidelines for research with Indigenous Peoples in Canada including the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018) https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html and the First Nations Information Governance Centre https://fnigc.ca/.

Promote Diversity:

- Speakers have a responsibility to appreciate differences among individuals and groups.
- Consider both your audience and your speech content.
- Use all genders (or diversity of genders) 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:
    - https://www.niu.edu/writingtutorial/style/bias-free-language.shtml
    - 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:

- To express that learning this is a process, it's normal to not be perfect right away.
- To prepare people for reactions/feedback and also express that it's ok for people who might feel disrespected by something to say it.
- 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.
- If you make a mistake, it's ok, it happens but be ready to receive comments and reactions about that and use this as a learning opportunity
- 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).
- 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.
  Low vision aids: Devices and Technologies to Help with Visual Impairments (visioncenter.org)

Questions:

Send any questions to Mikel Robinson at *execdir@iawfonline.org*.