

# INSTRUCTIONS FOR SPEAKERS

28<sup>th</sup> VERTEBRATE PEST CONFERENCE  
February 26 – March 1, 2018 Rohnert Park, California

## **Conference Schedule:**

The conference program will be finalized by early February 2018. Session schedules and speaker time slots will be available as posted on the Conference website at that time (<http://www.vpconference.org>). Check in with your session chairperson at the beginning of your session and introduce yourself. Please be careful with your time and respectful of the session chairperson and your fellow speakers. Speakers will have 25 minutes to be introduced, present their talks, and field questions. Session chairpersons will keep speakers on time to ensure people attending concurrent sessions can hear papers presented at their published times.

## **Audio Visual Needs / Computer (PowerPoint) Presentations:**

Each meeting room will have computer equipment pre-loaded with PowerPoint files needed by speakers during a particular session. To minimize impacts to other presenters, we ask that all presentations be submitted by 5:00 PM on the evening before your scheduled session. Name the file(s) with your last name and first initial, and use a numeral as a suffix if you are submitting more than one file: WilliamsK-1.ppt, WilliamsK-2.ppt, etc. Staff will be available to load your presentation at the **Conference Registration Desk** during the conference. If you prefer to submit your presentation prior to the conference, please email Stella McMillin to make arrangements. Be sure to bring a backup PowerPoint file on a CD-R or on a portable USB memory device to the Conference with you in the event your first submission is lost in transit or is corrupted.

A computer will be available beginning Monday evening February 26 for speakers to review their PowerPoint presentations. Check at the **Conference Registration Desk** for the location of the speakers' practice room. Make sure to review your file, preferably the day before your presentation, to assure that the file is compatible with our software and hardware. To reduce the chance of format problems, use standard fonts such as Arial and Times New Roman.

Please feel free to contact the Program Chairs if you have any further questions:

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