

# Guide For Presenters, 67<sup>th</sup> Institute on Lake Superior Geology

## Virtual Conference, May 11-21, 2021

### Submission Deadlines:

Abstracts: April 15<sup>th</sup>, 2021

Recorded Presentations and ePosters: May 4<sup>th</sup>, 2021

Submit to: Mark Jirsa @ [jirsa001@umn.edu](mailto:jirsa001@umn.edu)

### Oral Presentations

Oral presenters are strongly encouraged to deliver their presentations live online via Zoom.

#### **Recorded Presentations**

If live presentation isn't technically possible, presenters are asked to record themselves giving their presentation in a standard time format of 17 minutes. This will allow for an additional 3 minutes of time in each 20-minute time slot for questions and discussion.

Accepted Video Formats: MP4, MOV

Recorded presentations must be received no later than **Tuesday, May 04, 2021**. Do not use the recording capability built into PowerPoint unless you are certain that will yield an excellent mp4 video.

**IMPORTANT:** Do not record your with a higher **screen resolution** than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080. Here is how to change computer resolution [in Win 10](#) or [on Mac](#)

We recommend:

- For Mac—use the screen recording feature built into [QuickTime Player](#), and send us the recording as a Quicktime (.mov) file

- For Mac—use the screen recording feature built into [Keynote](#), included with most Apple devices), and send us the recording as a QuickTime (.mov) file.
- For Windows—use [Flashback Express](#) very easy to use, free forever), and send us the Flashback (.fbr) file.
- For Windows or Mac— [TechSmith Snagit](#) for a free 15 day trial), and send us the MP4 recording.

The screen recorders suggested above will do an excellent job of recording your slide presentation. If you would like to record your webcam along with your recording we only suggest doing so using either the TechSmith Snagit application or the Zoom Meeting Application and following the instructions provided below. When recording with QuickTime or Flashback Express we instead suggest that you simply include a good photo or video of yourself as part of the first and last slides in your presentation. If you cannot participate in person, the audience can see your face at the beginning and at the end of your talk.

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## **ePoster Presentations**

ePosters must be received no later than **Tuesday, May 04, 2021**. Presenters must include contact information on their poster where they can be reached for further information. Uploaded posters will be hosted on the ILSG website, <https://www.lakesuperiorgeology.org/> until May 21, 2021.

### **Steps and Specifications to Create Your ePoster**

These instructions and guidelines have been written for PowerPoint 2007 or newer, but are applicable to any other software you may wish to use.

#### **Creating an ePoster Upload**

1. Number of pages (slides): one (1)
2. Max file size accepted: 200 MB
3. Set the dimensions of your poster to 43.6" (110.7 cm) width x 24.5" (62.2 cm) height in landscape orientation.

#### **To set your slide dimensions:**

- Select the "Design" tab in PowerPoint
- Click "Slide Size" and select "Custom Slide Size"

- Set the width and height as outlined above

4. Fill in the abstract title, author names, and institutional affiliations of the authors at the top of the poster.

5. Fill in content as appropriate.

6. Before submitting, save your poster as a PDF file. All recent versions of PowerPoint and most other software applications allow you to save your poster as a PDF file from the "File > Save as" menu.

**PLEASE NOTE:** Using the "File > Print > as .PDF" option may make your poster blurry. If you created the pdf this way and are seeing blurriness, please try using the "File > Save as" option.

## **Requirements & Guidelines**

Following these guidelines will ensure that your ePoster .pdf is readable and effective.

- Make sure your text and background have a large contrast (dark lettering on a light background or the reverse).
- A minimum 24-28 point size (or bigger) for body text is used to ensure optimal legibility. A little larger text (e.g. up to 32 point size) might be a good idea.
- For embedded images, we recommend using .jpg or .png file formats in a resolution of 72 or 96 dpi.
- Do not use animated effects, "animations," or videos.

Previewing is important to ensure that:

- It is what you expected.
- Text is readable.
- Embedded images are sufficiently clean.

## **ABSTRACT GUIDELINES**

**Submission Deadline: April 15<sup>th</sup>, 2021.** All abstracts will be reviewed for content.

### **Specifications include:**

- A. Limit of two pages (8½" x 11") including illustrations and references
- B. Use left, top, and right margins of 1" and bottom margin of 1.3"
- C. Times New Roman with sizes as described below.
- D. Follow ILSG Format (see recent Proceeding Volumes online as guideline).

**TITLE: Times New Roman 12 point font BOLD** following the “ILSG title” style

**SURNAME in caps, First name** (*use the “ILSG author” style*), **SECOND AUTHOR, first name, THIRD AUTHOR, first name**  
*Address Times New Roman Italics 11 point font* (*use the “ILSG affiliation” style*), e.g.

**Geochemistry and petrology of Midcontinent Rift-related intrusive rocks of the Sibley Peninsula, Ontario**

**CARL, Christian<sup>1</sup>, HOLLINGS, Peter<sup>1</sup>, and SMYK, Mark<sup>2</sup>**

*<sup>1</sup>Department of Geology, Lakehead University, 955 Oliver Road, Thunder Bay, ON P7B 5E1 Canada*

*<sup>2</sup>Ontario Geological Survey, Ministry of Northern Development, Mines and Forestry, Suite B002, 435 James St. South, Thunder Bay, ON P7E 6S7 Canada*

**ABSTRACT TEXT Times New Roman 12 point font**

Use the “ILSG Main text” style. Figures should be inserted in the text in the appropriate place.

### **FIGURE CAPTIONS.**

Figure 1: Figure captions should be **Times New Roman 11 point** and placed under the figure. Use the “*ILSG Figure caption*” style

The abstract volume will be printed in black and white, but the PDF of the volume will be in color, so you should insure that your color figures reasonably reproduce in black and white. Text should be single-spaced.

**REFERENCES: Times New Roman 11 point font** using the “ILSG References” style, e.g.

Hollings, P., Hart, T., Richardson, A., and MacDonald, C., 2007. Geochemistry of the Midproterozoic intrusive rocks of the Nipigon Embayment, Northwestern Ontario. *Canadian Journal of Earth Sciences*, 44: 1087-1110.

**N.B. Maximum of two pages of text, figures, and references**