PRESENTER GUIDELINES

PEOPLE 2026

OUR ENVIRONMENT AT RISK IN POLAR AND COLD REGIONS:

From Emerging Contamination to Collective Solutions under Climate Change

November 23-25, Virtual Conference

2026 Atlantic Symposium of the
Canadian Association on Water Quality (CAWQ)

1. General Guidelines

All presentations will be delivered virtually through Zoom.
Attend your assigned session according to the official conference program and check the indicated time zone.
Join your Zoom session at least 15 minutes early to test audio, video, and screen sharing.
Use a stable internet connection and a quiet environment. Presentations should be delivered in English.

2. Guidelines for Oral Presenters

Presentation Duration

Each regular oral presentation is allocated 12 minutes for presentation and 3 minutes for questions and answers (15 minutes total). Please adhere to the allocated time.

Slide Preparation

- Prepare Microsoft PowerPoint slides (.pptx or .ppt) in 16:9 widescreen format.
- Include the presentation title, presenter name, affiliation, and co-authors.
- Use readable fonts, clear figures, and concise text. Focus on objectives, methodology, key findings, conclusions, and implications.

During the Presentation

- Join at least 15 minutes early and test your microphone and screen sharing.
- Share your slides in full-screen slideshow mode.
- Be prepared to answer questions from the session chair and audience.

3. Guidelines for Poster Presenters

Poster Preparation

- Poster size: 36 inches tall × 42 inches wide (landscape orientation).
- Format: single-page digital poster (PDF). No printed poster is required.
- Use the accompanying PEOPLE 2026 Poster Presentation Template.

Poster Content and Design

- Include research title, presenter/co-authors and affiliations, background and objectives, methodology, results and discussion, conclusions, acknowledgements, and references as applicable.
- Use a minimum 18-point font for main content; prioritize clear graphs, figures, and images over lengthy text.
- Label figures, axes, legends, and tables clearly; include relevant logos and funding acknowledgements.

Virtual Poster Presentation

- The virtual poster session is planned for November 25, 2026.
- Be prepared to briefly introduce your research and respond to questions from participants and evaluators.
- Detailed session arrangements and Zoom access information will be communicated before the conference.

4. Presentation File Submission

Submission deadline: **Wednesday, November 18, 2026.**

Submit your file using either of the following methods:

Option 1 — Fourwaves Conference Portal

Log in to your Fourwaves conference account.
Go to My Submissions, locate your accepted abstract, and select View Form.
Upload your file in the designated presentation-file section, if available.

Option 2 — Email

Email your presentation file to peoplenetwork@mun.ca. Include your full name, abstract ID, and presentation type (oral or poster).

Accepted formats: Oral — PowerPoint (.pptx or .ppt); Poster — PDF (.pdf).

Recommended filenames: JaneDoe_105_Oral.pptx; JaneDoe_105_Poster.pdf. Keep a backup copy of your file.

5. Student Presentation Awards

Eligible student presenters will be automatically considered for PEOPLE 2026 Student Presentation Awards; no separate application is required. Evaluation may consider scientific quality, organization, visual communication, and responses to questions. Student presenters should attend their sessions and participate in Q&A.

6. Technical Recommendations

- Use a computer rather than a mobile device when possible and update Zoom in advance.
- Test your microphone, speakers, and screen sharing; close unnecessary applications and notifications.
- Use a wired connection if available and keep a backup copy of your presentation.