

## 2015 WSSA ANNUAL MEETING – INSTRUCTIONS FOR PRESENTATIONS

### ORAL PRESENTATIONS

#### **Format**

All presentations **MUST** be in PowerPoint (any version) for MS Windows (PC compatible). PowerPoint 2010 will be the software used. MacIntosh/Apple formats will **NOT** be supported. Your presentation must be saved as a PowerPoint show file. **The section chairs have requested that ALL presentations be prepared and uploaded on the abstract submission site so that preloading prior to the meeting can be accomplished** (see Submission of Presentations). Please limit the size of presentations to less than 25 MB. No audio clips or sounds will be allowed. Video clips are discouraged unless absolutely necessary. PowerPoint animation is discouraged. Please contact the section chair one week **PRIOR** to sending your presentation if you need to use a video clip. Limit fonts used in the presentation to basic fonts, as not all machines may have the same choice of fonts. Examples of standard fonts are Times, Arial, Courier, Tahoma, or similar equivalents. Section chairs and computer operators are not responsible for changes in fonts, bullets, and other formatting at the time of presentation. Use up-to-date virus protection software to avoid infecting the computers provided by the section chairs.

#### **Submission of Presentations**

**Presentations must be uploaded on the submission site prior to the meeting.** Section chairs must receive the presentation at least one week in advance of the meeting (**no later than February 2, 2015**). Please coordinate with your section chair if you want to preview your presentation at the meeting to ensure that the formats/fonts are all as you intended them to be. Due to the limited time and equipment, last minute editing is highly discouraged. Submission of files at the time of the presentation or at any other time during the session will **NOT** be allowed.

#### **Equipment**

A Windows PC laptop computer and projector will be provided for each session. Presenters will **NOT** be allowed to use their own computers in the sessions. If possible, computers will be located on the podium in each session. If this is not possible, an infrared remote providing forward and backward control of the PowerPoint presentation will be provided in each session.

**Be alert to changes, modifications, and refinements to these guidelines between now and the meeting. This information will be published in the October and January issues of the WSSA Newsletter. For non-WSSA members, the WSSA Newsletter is available on the WSSA website (<http://www.wssa.net>).**

## **POSTER-PRESENTATIONS**

### **POSTERS**

The information presented as a poster is very similar to that presented as an oral paper, but it is presented on poster board rather than orally at the meeting. Directions for preparing a poster can be found under POSTER SESSION (see below). The difference between a poster and a commercial exhibit must be clearly understood. The commercial exhibits are presented by Sustaining Members of WSSA and consist of educational information of a promotional nature about products or services. Posters may be presented by personnel of the same sustaining member companies and may concern commercial products, but they must present results of completed research with these products rather than promotional material about them.

### **POSTER SESSION**

There may be split sessions for presentation of posters. In addition to specifying Poster Session, authors should indicate a category from Section 1 through 14. Poster presentations will be grouped by these categories.

1. Authors are expected to be at their poster during the period reserved for viewing the poster to answer questions and to discuss their research with interested parties.
2. Participants in Section 15, the Poster Session, will meet at a location designated in the program before the Poster Session begins to elect a chair-elect of the section for 2016 (Section Chair in 2017) and discuss recommendations for improvement of the Poster Session.
3. **Poster Boards. One board 48 x 48 inches will be provided for each poster. There will be no exceptions to the rule of one board per poster. Posters should be no larger than this size.**
4. Content of Paper. Text, graphs, and tables must be easily read from a distance of 6 feet. Titles and headings should be larger and readable from a greater distance.
5. Because of cost and logistics, it will not be possible to provide electrical connections, video equipment, or other special equipment for posters.
6. Groups of authors may present more than one poster, but at least one author must be present at each poster during the time designated for viewing the poster.

## **SECTION CHAIRS FOR 2015 PROGRAM**

### **General Program Chair**

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### **Vice Chair**

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**1. AGRONOMIC CROPS**

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**3. TURF AND ORNAMENTALS**

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**4. PASTURES, RANGELANDS, FORESTS AND RIGHT -OF-WAYS**

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**5. WILDLAND AND AQUATIC INVASIVES**

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**6. REGULATORY ASPECTS**

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**7. TEACHING AND EXTENSION**

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**8. FORMULATION, ADJUVANT AND APPLICATION TECHNOLOGY**

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**9. WEED BIOLOGY AND ECOLOGY**

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**11. PHYSIOLOGY**

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**12. SOIL AND ENVIRONMENTAL ASPECTS**

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**13. INTEGRATED WEED MANAGEMENT**

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**14. SUSTAINING MEMBER EXHIBITS**

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**15. POSTER SESSIONS**

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