15th Triennial IAHAIO Conference
April 12-14, 2019 · Green Chimneys · Brewster, NY

Hosted by The Sam and Myra Ross Institute

In partnership with IAHAIO | International Association of Human-Animal Interaction Organizations   UNIVERSITY of DENVER GRADUATE SCHOOL OF SOCIAL WORK   green chimneys

iahaio2019

Requirements for Oral Presentations

All presentations must be emailed in advance to director@iahaio.org by no later than Monday April 2.

Format and technical guidelines:

1. Presentations may only be given as PowerPoint presentations. If you have a video to show as part of your presentation, please have a run through before your slot to ensure that all is working as it should be. No other audio-visual medium (eg slide or overhead) is permitted.

2. All presentations must run on the Windows operating system.

3. Prepare your presentation as a single PowerPoint file to run on an IBM compatible computer as a Microsoft Office 2010 format file. Computers available at the conference will run PowerPoint 2010. Save your file as a normal PowerPoint file (.ppt). Do not save your file as a PowerPoint Show (.pps) file.

4. **Please send your presentation to the conference organizers by no later than Monday April 2 by email to director@iahaio.org**

5. Please also bring a copy of your presentation to the conference on USB media storage device, as a back-up.

6. **Please note:** Presenters will NOT be allowed to use their own laptop computers. Apple computers will NOT be available. If you have prepared your presentation on an Apple device, you will need to ensure that it is also in a PDF format so that it can be run on a PC/Windows device.

At the conference:

- Presentations are limited to **20 minutes**, 15 minutes for the presentations and 5 minutes for questions. You will not be able to extend this time so please ensure that you keep to this time.

- Meet with the session moderator **30 minutes** before the start of the session you are presenting in.

- Each session room will be equipped with a LCD (data) projector and a PowerPoint compatible laptop computer. An audio-visual volunteer will open and close your presentation. You will advance your own slides.

- Translation – all oral presentations will be in English. No translations will be provided at the conference.