



Thank you for participating as a presenter at the **38th Annual Meeting of the Society for the Preservation of Natural History Collections (SPNHC) 2023** at the Hilton San Francisco Union Square. We are thrilled to have you on board and look forward to your presentation.

LOGISTICS & LODGING

Where: Hilton San Francisco Union Square, 333 O'Farrell St., San Francisco, CA 94102

When: May 28 to June 2, 2023

Room Rate: Discounted rate of \$239.00 per night (ends 5/12/23)

[Please click here to book your hotel room](#)

UPLOADING SLIDES FOR IN-PERSON ORAL PRESENTATIONS:

- **Due Date: 11:59pm Pacific Time on Monday, May 15, 2023.** Please note, if your presentation is not uploaded by the 11:59pm Pacific Time on Monday, May 15, it will be removed from the conference program.
- Since presentations will be combined for each session, please use Microsoft Powerpoint and keep the file as small as possible by compressing the size in Powerpoint. Slides should be formatted for widescreen 16:9.
- Oral presentations are 15 minutes and speed talks (including Specimen Spotlights) are 5 minutes. Be sure to confirm your presentation timing in the conference [program](#) before uploading your slides.
- If you have any videos embedded in your presentation please let us know ahead of time and also upload a copy of each video in MP4 format.
- Please label your files with the **Room_Day_Military Time_Speaker's last Name_Speaker's First Name**. You can find your presentation day and time in the conference [program](#) by using the General search function in the blue bar at the top of the page or clicking on the participants icon.

Example: ImperialA_Wednesday_1330_LastName_FirstName.ppt

- Once you've put the finishing touches on your slides, please upload them to our Dropbox [HERE](#). You do not need to have a Dropbox account to upload.
- Please note: You can upload and reload your slides as many times as you need to up until the Monday May 15 deadline.

Please email questions to SPNHC2023Program@calacademy.org

UPLOADING PRE-RECORDED VIDEO PRESENTATIONS:

- **Due Date: 11:59pm Pacific Time on Monday, May 15, 2023.** Please note, if your presentation is not uploaded by the 11:59pm Pacific Time on Monday, May 15, it will be removed from the conference program.
- Only presentations accepted as virtual presentations need to be pre-recorded. Please record all virtual presentations using Zoom or Powerpoint as an MP4 file. Some helpful tips for recording a presentation can be found [here](#).
- We welcome the inclusion of subtitles in all virtual pre-recorded presentations. If you are recording a presentation in another language, English subtitles are required. If you are presenting in English you may add a translation with non-English subtitles.
- Oral presentations are 15 minutes and speed talks are 5 minutes. Be sure to confirm your presentation timing in the [program](#) before uploading your pre-recorded presentation.
- Please label your file with the **Room_Day_Military Time_Speaker's last Name_Speaker's First Name_Virtual**. You can find your presentation day and time in the conference [program](#) by using the General search function in the blue bar at the top of the page or clicking on the participants icon.

Example: ImperialB_Thursday_0930_LastName_FirstName_Virtual.ppt

- Once you've recorded your video, please upload the MP4 file to our Dropbox [HERE](#). You do not need to have a Dropbox account to upload.

UPLOADING POSTERS:

- **Due Date: 11:59pm Pacific Time on Monday, May 15, 2023.** Please note, if your poster is not uploaded by the 11:59pm Pacific Time on Monday, May 15, it will be removed from the conference program.
- Posters must be in PDF format, one page, and are limited to 500 MB in size. Because all posters are virtual there is no limit on dimension. Please do not bring a physical poster to the conference.
- To upload your poster, 1) Log into [Oxford Abstracts](#), 2) Edit existing submission, and 3) Choose File to upload to OA (all other fields are now read-only).
- [Here](#) is a helpful video on how the posters will look on the oxford Abstracts app, how conference attendees will interact with your poster, and instructions for including a video with your poster.

PRESENTATION DO'S AND DON'TS

* Font types. We recommend using standard fonts. If you use oddball fonts, please send those, too, when you upload your deck.

* Font size. Anywhere you have a font size under 30 points, people won't be able to read it from the audience. Bump up that text--the bigger the better.

* Image superfluity. Include only images that will help attendees understand your point. Resist the amazingly strong temptation to include images for decoration. Also: If you are crunched for time, spend more time working on making your advice clear and less time searching for cute images.

* Image rights. Do NOT use images to which you do not have the rights. Feel very free to use stock images to which you have bought the rights, Creative Commons-licensed images that grant you usage rights, and any other pictures for which you've legit obtained the rights.

Note that when you find an image via Google Image Search, it's not necessarily available to use legally. Here's the deal: Google Image Search is like Google Web search in that if it leads you to results, it doesn't grant you rights to those results, nor are they automatically fair use. So just like any text you find through Google isn't up for grabs, neither are images. (A complicating point: Google is allowed to show the images *as search results* under fair use law.) You can try [Google's Advanced Image Search](#), which gives you an option for sorting by rights (toward the bottom). But note that its results are not perfect, so use good judgment.

* Screenshots. Screenshots usually don't work well in a presentation. People don't know where to look on a big screenshot, and even when you highlight things, attendees tend to be distracted by all the other stuff on the page. If you must use screenshots (including images of Google Docs, Excel, Gmail and other app shots), do one or more of the following: 1) Crop screenshots very tightly, showing just a small part of the page. 2) Use Photoshop or similar to blur out everything but the piece you want to focus on. 3) Put a thick colored (like, red) circle around the thing you want to focus on, ideally obscuring some other parts of the page.

* Infographics. Beware complex infographics. Same basic problem as screenshots--they risk distracting audience members to the point they can't hear you (literally). For max impact, keep charts and graphs very, very simple, and then speak to the important point.

* Text. If you have a lot of text in your slides, attendees will automatically read ahead of you and stop listening to what you're saying. It's human, and they can't help it. So first and absolutely, delete any unnecessary text. In addition, on any slide where you have an image AND bullet points, the slides are too busy, and nobody can tell what's important to look at. Nix either the images or the text (probably the text).

* Headlines. In your headlines and other text, don't randomly mix initial capitalization and sentence capitalization. (This Is Initial Capping; This is sentence capping.) Sentence cap is easier for people to read, so consider using it for everything (i.e., Do Not Do This; Do this instead).