



# Ignite Presenter Guide

## 2023 ICAFS/WDAFS Annual Meeting

“To The Point” sessions have been a staple at many meetings for several years now and provide a great platform for people to quickly share project updates, notes from the field, or other important topics that don’t require a full 20-minute presentation. Ignite talks take this idea one step further by automating slide progression and condensing the talk to 5 minutes!

Topics can be inspirational, funny, or informative but all should strive to be engaging and entertaining. Maybe you want to update the membership on the good work of a specific group in the State or maybe you have figured out a better mouse trap, the possibilities are endless. Please consider participating to make our Ignite session successful!

### Ignite Rules

1. 20 Slides – no more, no less
2. 5 Minutes – each slide displays for 15 sec. and 15 sec. x 20 slides = a 5 minute presentation
3. No Animation

*Please note: If you are unable to follow these rules or have a special request, contact us so we can figure out how to best accommodate your particular needs.*

### Ignite Presenter Info

Here is a [Template](#) You Can Use to Build Your Ignite Talk

New to the Ignite format? Follow the link below for more information. [Click here for Ignite Presentation Tips](#)

Want to see some example Ignite presentations? Go here: [Click here for examples of Ignite Talks](#)

### Ignite Slideshow Tips

A slideshow is a tool that helps enhance your presentation. Here are a few tips to make your slideshow great!

1. **Keep It Simple.** Use relevant images/photos and a few key words to capture the idea you’re trying to convey.
2. **Bullets and Text.** Avoid using lots of text. If necessary, use brief 1-3 word statements.
3. **Timing.** Slides advance every 15 seconds, so avoid cramming too many topics or ideas into one slide. Instead, give yourself breathing room by spacing ideas and topics across multiple slides. You have 20 slides, so don’t be afraid to use them.
4. **Image Credit.** Give credit where credit is due by naming the image owner. If an image is copyrighted, then get permission from the image owner before using it.
5. **Final Suggestion Slide.** We highly recommend that your last slide be a “Next Steps” or Call to Action slide. It can be anything that pertains to your presentation.

### Uploading Your Presentation File

Oral presenters must upload their electronic presentations (PowerPoint presentations) through the ICAFS Dropbox. A reminder, all video files must be uploaded as a separate file from your PowerPoint presentation (even if they are embedded in the presentation).

The link to the ICAFS Dropbox, the username and password information is below. Presentations must be uploaded by **Friday, May 5, 2023 at 5:00 PM.**

**PRESENTATION** (and supporting files) **NAMING**: all uploaded file names need to include the name of the PRESENTER

EX: MAMERvietagretention2023.ppt along with MAMERvietagretention2023.avi

Use the following link to upload your powerpoint:

<https://www.dropbox.com/request/R02jqwFEIOStCNKbLGva>

**Please log out of any personal Dropbox account before logging into the ICAFS Dropbox account.**

Presenters can preview their presentations at the annual meeting by visiting the media center which will be located adjacent to the registration table. The media center hours will be:

Monday, May 8	2:00 PM – 5:00 PM
Tuesday, May 9	7:00 AM – 4:00 PM
Wednesday, May 10	7:00 AM – 4:00 PM
Thursday, May 11	7:00 AM – 9:00 AM

## **Oral Presentation Contact**

Presenters who need more information or assistance should contact the following:

### **Oral Presentations (topic, content or session related):**

Program Co-chairs: Darcy McCarrick ([darcy.mccarrick@idfg.idaho.gov](mailto:darcy.mccarrick@idfg.idaho.gov)) or Julie Carter ([jcarter@azqfd.gov](mailto:jcarter@azqfd.gov))

### **Oral Presentations (AV design & uploading questions):**

Kristi Stevenson ([AV@idahoafs.org](mailto:AV@idahoafs.org))