



BGCI's 9th International Congress on Education in Botanic Gardens

St. Louis, Missouri, USA • April 26 to May 1, 2015

Presenter & Participant Guidelines

ROLES OF CONGRESS PARTICIPANTS

The following guidelines have been drawn up to ensure that everyone involved in each session has a clear idea of what is expected of them. Should you have any questions, please contact Liliana Derewnicka at liliana.derewnicka@bgci.org.

Convener

- Responsible for the content of the session, which includes recruiting speakers and ensuring coherence between presentations, without repetition or overlap.
- Once accepted the convener is solely responsible for all online content for the session.
- The point of contact between session participants and congress organizers.
- In charge of the session and must ensure that all speakers are well briefed, organized, and their presentations are uploaded on the Garden's system.
- May be a speaker during the session.

Presenter

- Invited, normally by the convener, to speak about a certain topic.
- Develops their presentation based on the brief provided by the convener about their speech and the content of others in the session.

SESSION PRESENTER GUIDELINES

These guidelines are intended to aid you in preparing and submitting your digital presentation prior to the Congress, as well as to ensure your presentation is compatible with the Missouri Botanical Garden's equipment. Should you have any questions, please contact Jennifer Wolff at jennifer.wolff@mobot.org.

Please note: ALL presenters will need to return a presenter resource request form, to inform us of their choices and needs, by Monday, April 6.

Preparing Your Presentation

1. If you are creating your PowerPoint Presentation on a **Mac**, please check for compatibility by running it on a **PC**. The Garden's equipment is primarily PC based.
2. If you are embedding or have **audio** and or **video** clip(s) in your presentation, verify that it will run on other computers. Have additional copies of the audio and or video clip(s) as **stand-alone files** available so that the Garden can re-embed them if necessary. The required format for all video clips is **NTSC 4.3 letter box**.
3. Remember to leave adequate margins on all four (4) edges of each slide.
4. The average headers should be a minimum font size of 24 and your body copy should be at least 20. Anything less may not be legible in some session venues.

Delivering Your Presentation

Deliver your presentation to the Garden at least **five (5) days** prior to the Congress. This will give the Garden team a chance to check and test your presentation and advise you if there's a problem prior to your arrival.

1. Submit your presentations through the Garden's secure FTP site. To submit, follow these instructions.
 - a. Open Internet Explorer. Copy and paste this link. **[FTP://cissus.mobot.org](ftp://cissus.mobot.org)**
 - b. You will be prompted for a login. **Login: bgci Password: bgci2015**
 - c. Once you've logged in. Press the ALT key and a menu will appear across the top of your screen.
 - d. Select VIEW then OPEN FTP SITE IN WINDOWS EXPLORER, a Windows Explorer window should pop up.
 - e. Select the INCOMING folder, then the BGCI folder, and place your presentation in the PRESENTATIONS folder.
2. Label your files with your session type, session title, and your name. (i.e. panel_ Interpretation Worth Sharing: Inspiring and Educating for a Better World_Jennifer Wolff) **If you are presenting in a Panel session**, please use the full title for the **whole session** and not for your individual presentation.
3. Once your presentation is received, the Garden team will download it and test it with our system. We'll advise you if there's any problem prior to your arrival. We'll then catalog it according to the day, time, and room you've been assigned for your presentation and have it ready for you on the day of your session.

If you do not have the option to "Open FTP Site in Internet Explorer", an advanced setting must be enabled per these instructions.

Open Internet Explorer: Select *Tools > Internet Options > Advanced* tab

Check *Enable FTP View (Outside of Windows Explorer)*

Once the FTP opens in Internet Explorer, you will see a window that you can drag and drop files into.

You may also prefer to work through Filezilla. It is a free FTP solution software option available for download online. <https://filezilla-project.org/download.php?type=client>

If you need further detailed instructions for either submitting your presentations through Windows 7 or Filezilla, please contact Jennifer Wolff at jennifer.wolff@mobot.org.

We highly recommend that you use the computers provided in the session by the host venue, however, if you prefer using your own Laptop/Mac Notebook, please read and do the following:

1. If you're connecting to a **website** or any **web-surfing**, you are required to have the latest **anti-virus software** installed and that it is up-to-date.
2. **Output** set to monitor/mirror when connecting to our data projector.
3. The **screen resolution** on your Laptop or Mac Notebook will need to be set at **1024x768 at 60 Hz**.
4. **Mac** users will need to verify type of **output** connection before the Congress.
5. You will not be able to feed S-Video from any of our session venues.
6. If possible, bring your laptop in one (1) day prior to your session to test and ensure it will work with the Garden's system. If you choose to bring your own, you will need to notify and make arrangements with the Garden team prior to the start of the Congress.

NOTE: Our Theater has a stationary **Mini Mac OSX 10.9.5 2.3GHZ Intel core i7** in the AV Booth, should any presentation scheduled in the Theater require a Mac display. We also have Mac adapters for connections at the podium.

POSTER PRESENTERS

Poster Session Information

All posters will be displayed throughout the Congress in the Garden's main visitor center. In the program, you will find that you have also been allocated an afternoon time slot. Please take note of when you've been scheduled and ensure that you are at your poster during this time so that delegates can ask you about your projects.

Poster Printing

To make things easier, there are several options open to those presenting in Poster Showcases and the Technology Showcase.

Please note: ALL poster presenters will need to return a presenter resource request form, to inform us of their choices, by Monday, April 6.

Why travel with your poster, when it could be waiting for you when you arrive in St. Louis? The Missouri Botanical Garden's Publication team is pleased to offer poster printing for presenters.

1. **Service:** We will print your poster for you on vinyl or paper for a small fee. The Garden team will not make edits or design corrections to any files.
2. **Printing Fee:** \$10 before April 20; \$15 after that and during Congress.
3. **Size:** 23.5" × 35.5" (59.7cm × 90.2cm)
(before you submit, please ensure your poster size is converted to inches)
4. **File type:** .pdf
 - a. Your file must be print quality or high quality to print well for the poster display.
 - b. Unusual typefaces may not print if they are not outlined in the design file.
5. **File delivery:**
 - a. Submit your posters through the Garden's secure FTP site. To submit, follow these instructions.
 - i. Open Internet Explorer. Copy and paste this link. [FTP://cissus.mobot.org](ftp://cissus.mobot.org)
 - ii. You will be prompted for a login. **Login: bgci Password: bgci2015**
 - iii. Once you've logged in. Press the ALT key and a menu will appear across the top of your screen.
 - iv. Select VIEW then OPEN FTP SITE IN WINDOWS EXPLORER, a Windows Explorer window should pop up.
 - v. Select the INCOMING folder, then the BGCi folder, and place your presentation in the POSTERSTOPRINT folder.
 - b. Label your files with your session type, session title, and your name.
(i.e. poster_my title_Jennifer Wolff)
 - c. Once your presentation is received, the Garden team will download it and test it with our system. We'll advise you if there's any problem prior to your arrival. We'll then catalog it according to the day, time, and room you've been assigned for your presentation and have it ready for you on the day of your session.

Printing your own? Here are a few parameters and guidelines

1. **Dimensions:** Maximum is 23.5" × 35.5" (59.7cm × 90.2cm) for the Garden's display boards.
2. **Mounting & Visibility:** Poster presentations will be pinned to a large upright backboard in the Garden's main visitor center during the week of the Congress. These posters will be highly visible by both delegates from around the world and by thousands of Garden visitors. Please print your poster presentation on paper or non-adhesive vinyl for easy mounting.

VENUE INFORMATION

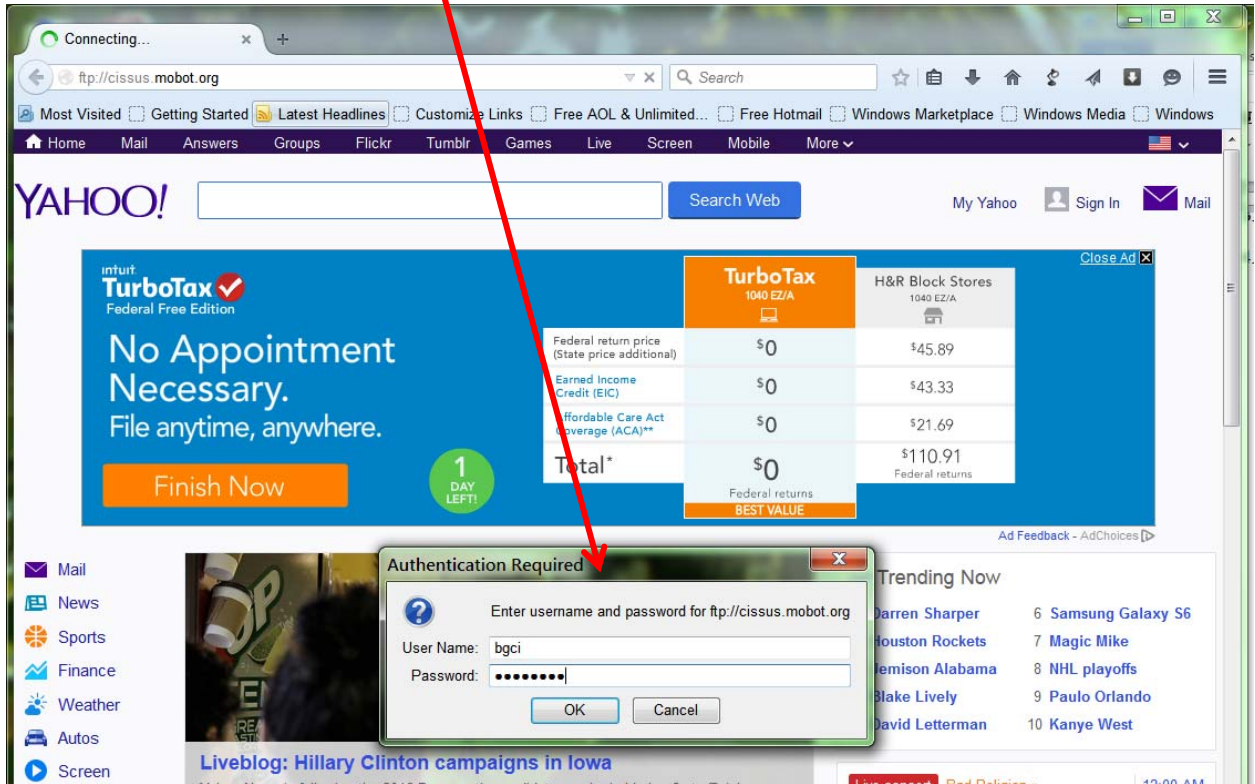
In the program you will find the room to which your session has been allocated. The size and set up will vary between venues. See the list below for a summary of the capacity of the room your session will be held in.

1. Shoenberg Theater (380 seated)
2. Missouri Room (30 classroom, 50 lecture)
3. Botanical Room (30 classroom, 50 lecture)
4. Beaumont Room (60 classroom, 100 lecture)
5. Spink Gallery (20 classroom, 30 lecture)
6. Kemper Classroom (75 classroom, 100 lecture)
7. Spink Pavilion (75 classroom, 120 lecture)

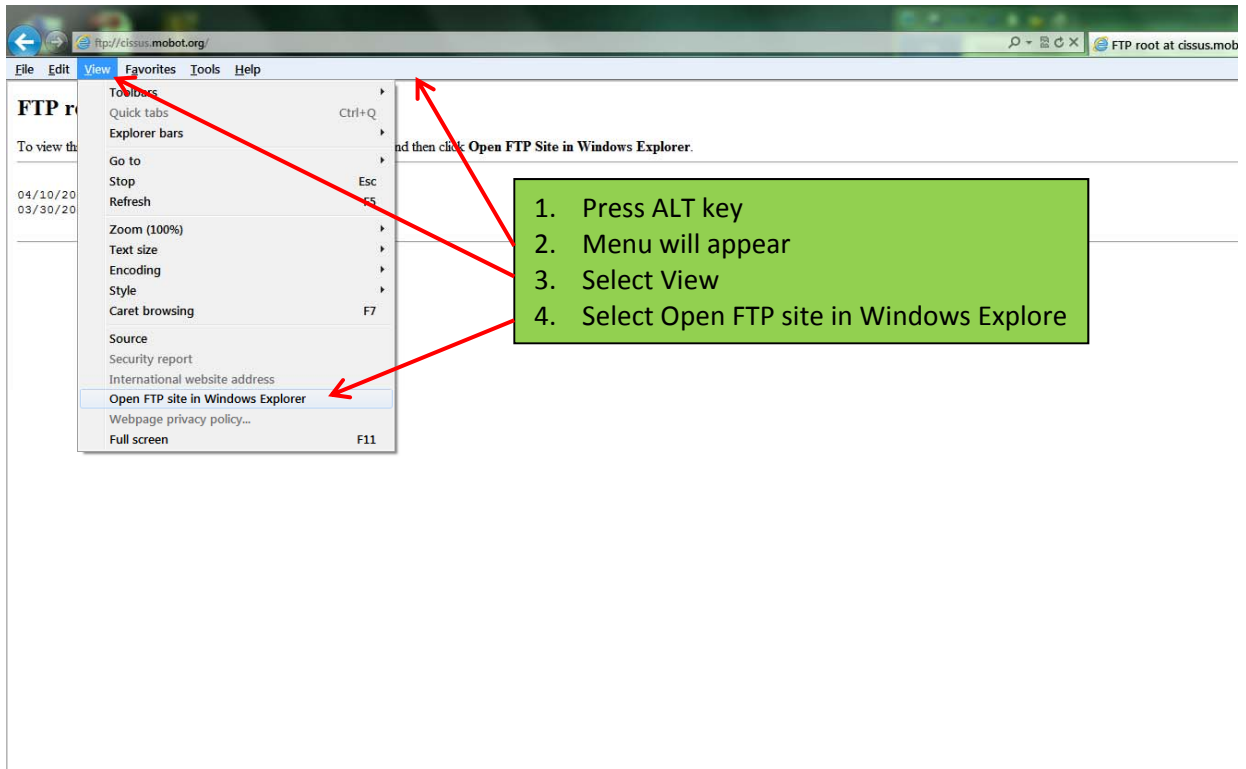
SESSION TIMING

Sessions vary between 1 hour 15 minutes and 1 hour 30 minutes. This information can be found on the program. Be sure to check how long you have been allocated and plan accordingly. For panel sessions, it is important to ensure there is plenty of time set aside for discussion and debate. Therefore, depending on the number of panelists, it is recommended that individual presentations do not exceed 15 minutes. The convener should decide the exact timing and order of each presentation within a panel session.

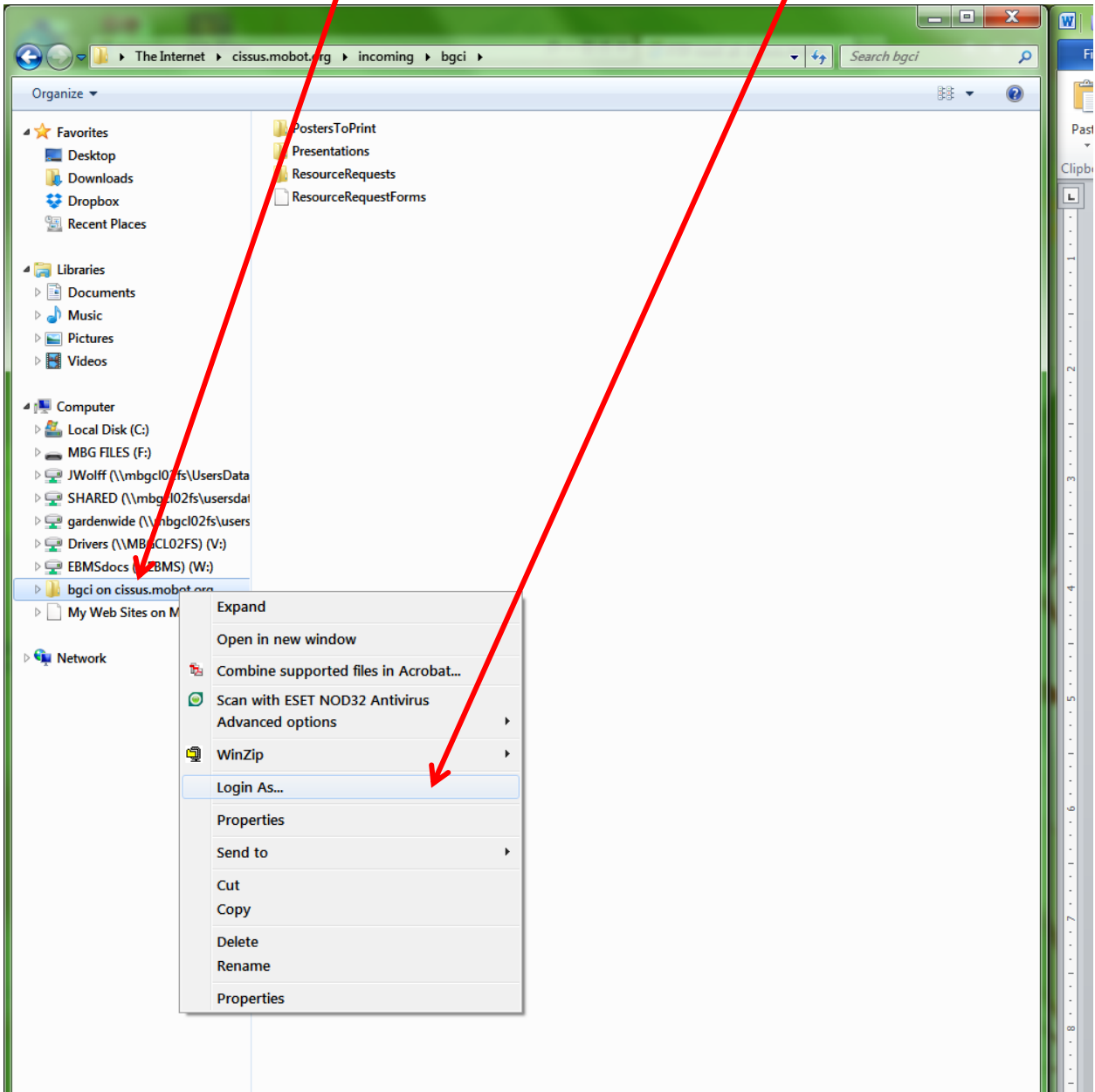
1. Open Internet Explorer. Copy and paste this link. **FTP://cissus.mobot.org**
2. You will be prompted for a login. **Login ID: bgci / Password: bgci2015**



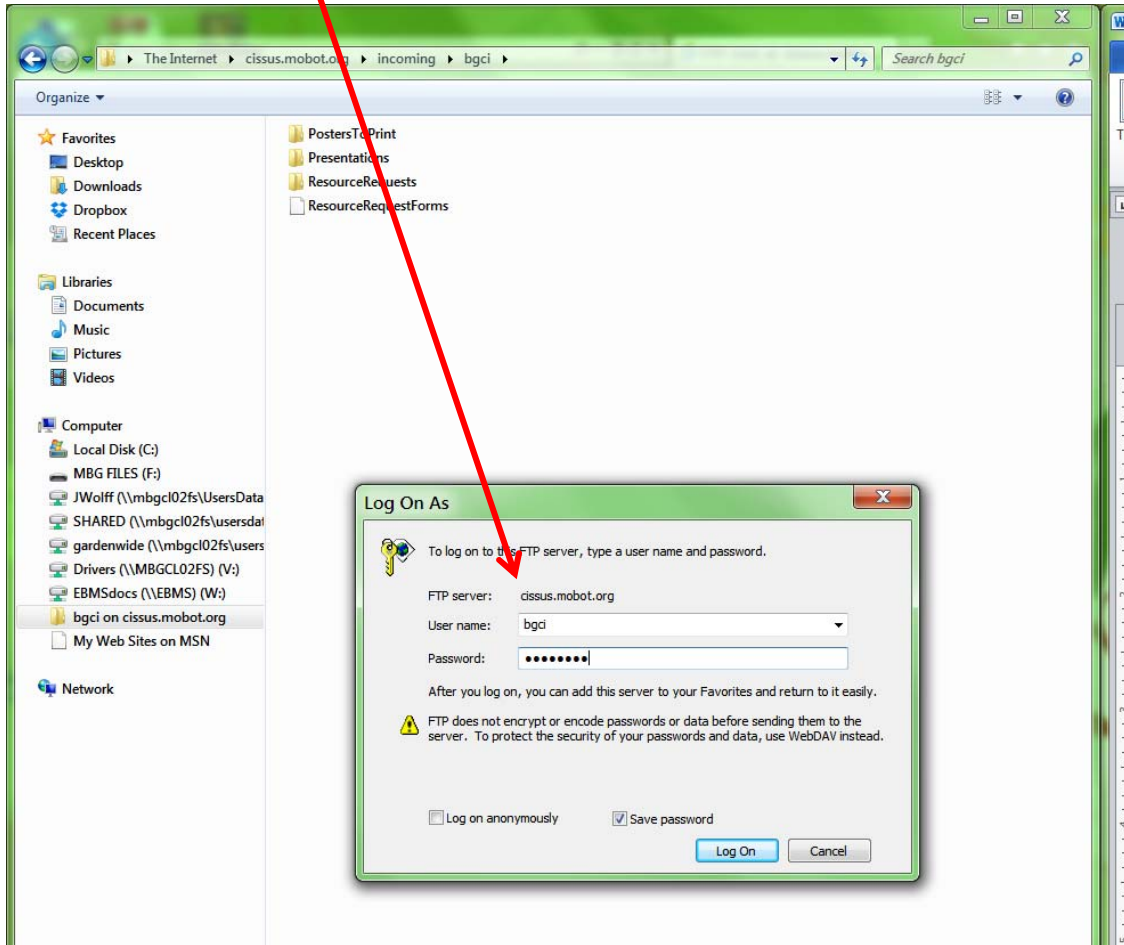
3. Once you've logged in.
 - a. Press the **ALT** key - a menu will appear across the top of your screen.
 - b. Select **VIEW** then **OPEN FTP SITE IN WINDOWS EXPLORER**.



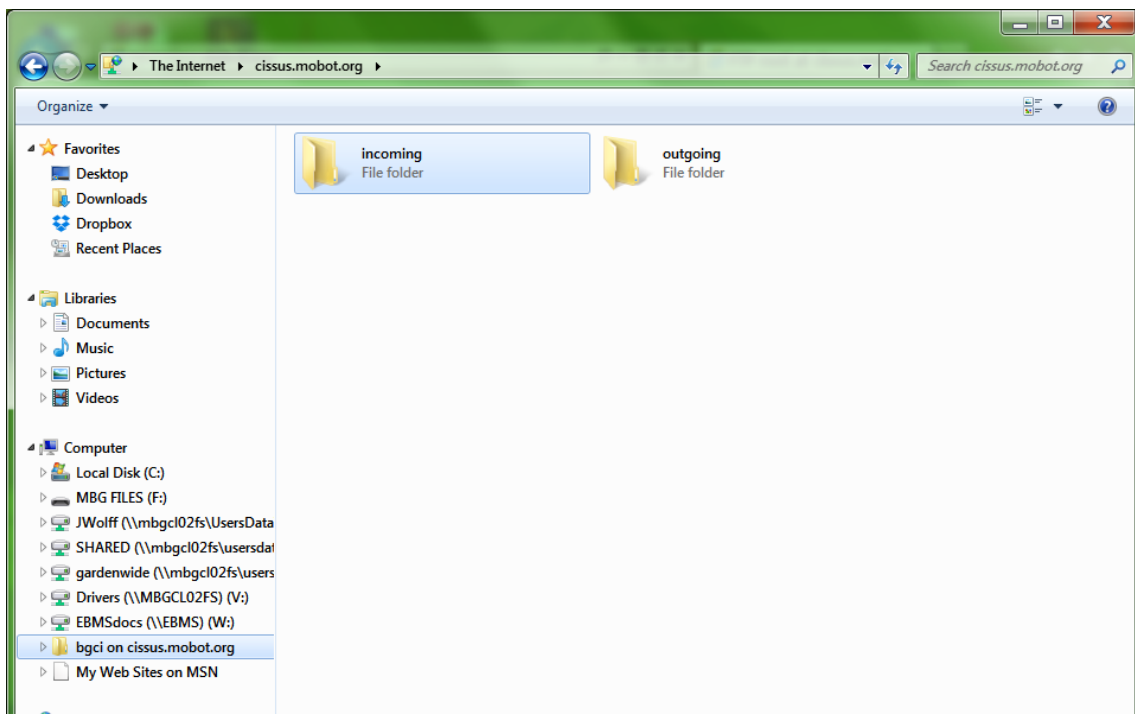
4. A Windows Explorer window should pop up.
 - a. If you have trouble connecting, right click on the **bgci on cissus.mobot.org** file name and select **LOGIN AS**.



- b. You'll be prompted with another Log On As screen.
Enter **User Name:** bgci / **Password:** bgci2015



5. Select the **INCOMING** folder, then the **BGCI** folder, then place your resource request, presentation, and/or poster in the appropriate folder.



6.