

# 2023 ARCTIC FRONTIERS MOVING NORTH

TROMSØ NORWAY 30. JANUARY – 2. FEBRUARY

## Arctic Frontiers 2023 Science Presentation Guidelines

We are looking forward to welcoming you all to Arctic Frontiers 2023, whether in Tromsø or digitally. Below we have outlined some guidelines and tips for our presenters. We ask that all attendees refrain from presenting their opinion on the current political situation and world affairs. For an enjoyable, scientific conference for all, we ask that your presentations are limited to discussions based on the submitted abstract content. All attendees should familiarise themselves with our [code of conduct](#).

We will need to receive your completed presentation by **Monday 23<sup>rd</sup> January 2023**, to check that the document is in working order and to upload them to our technical platform.

### Oral Presentations – In-Tromsø and Digital

- Please send your presentation to us before 12:00 (central European summertime) **Monday 23<sup>rd</sup> January 2023**.
- Even those presenting digitally need to send us their presentations by the above deadline. More information for those presenting digitally can be found below.
- Oral presenters have a total time of 10 minutes each (unless you are a keynote with separate instructions to follow). You should **aim to wrap-up your talk by 8 minutes**, so that the final time can be used to ask questions. In some cases, a longer panel discussion is also scheduled for more Q+A time. Please see the [program](#) for your particular session.
- Please send a PowerPoint (.ppt or .pptx) version of your final presentation to [presentations@arcticfrontiers.com](mailto:presentations@arcticfrontiers.com) by the deadline. Do not send PDF versions of the file.
- For digital presenters, we have tried to accommodate your time zone when allotting your talk. Therefore, we hope that you can join us on zoom (live) during this time. If essential, we can accept pre-recorded talks. Please email [jenny@arcticfrontiers.com](mailto:jenny@arcticfrontiers.com) if you need a pre-recorded talk.
- If your file is too large to attach to an email, we ask that you use <https://wettransfer.com> (or another file sharing platform) and send the link to the email address above.
- When you **name your files**, it is crucial that we know which presentation is yours. Please use the following naming convention: Date-Of-Talk\_LastName\_FirstName\_.ppt.
  - For example: 30-01-2023\_Turton\_Jenny.ppt.
- Do not use links that open in browsers. If you use videos, please embed them and check they work.
- Please use widescreen 16:9 format in PowerPoint
- When including figures, try to avoid a rainbow colour scale or parallel usage of red and green, as these colours can be indistinguishable for some. See [ColorBrew2.0](#) for guidance.
- If you include content from published science, make sure to cite and reference where appropriate.

- If presentations include maps, please use United Nations naming conventions. Please avoid drawing of borders or using contested country names, in order to depoliticize your science.

### Poster Presentations - In-Tromsø and Digital

The **in-person poster session** will take place on **Monday 30<sup>th</sup> January at 17:30** at the Fram Centre (just a 5 minute walk from the Edge Hotel). This event is complimentary, but we ask that you sign up, so that we can cater the event. A complimentary science reception co-hosted by the Norwegian Polar Institute follows. Please sign up here: <https://forms.gle/F2av3dFmkGeCvP7KA>.

All science presenters have the option to create a virtual poster booth on our digital platform. Please use the following guidelines:

- Printed posters must be portrait, with a maximum size of A0 (841mm wide, 1189mm high).
- We can print posters in Tromsø for a fee of 500 NOK, please send your poster to [posterservice@arcticfrontiers.com](mailto:posterservice@arcticfrontiers.com). The deadline for this is **Wednesday 25<sup>th</sup> January 2023**.
- If you are interested in taking part in the Arctic Frontiers-APECS Early Career Science Award, please attach/include the [badge/sticker](#) somewhere at the top of your presentation. Judging will take place in Tromsø and digitally. Therefore, we recommend that everyone uploads their poster to the digital platform. The top three virtual posters will receive free registration to a future Arctic Frontiers conference. This prize must be claimed for Arctic Frontiers 2024, 2025, or 2026 and applies to both in-person or virtual meetings.
- The virtual platform will open in early January. You will be sent instructions on how to access and set up your virtual poster booth. A **virtual poster session** and digital networking event will take place on **Wednesday 1<sup>st</sup> February, 17:30 (CET)**. More instructions will follow.
- The link to the virtual platform is here: <https://app.myonvent.com/event/arctic-frontiers>.

### Checklist for speakers via Zoom

We will send digital speakers a zoom link for their talk closer to the conference and further guidelines for joining your call. We will hold a test call for zoom at **10am and 3pm (CET) on Thursday 26<sup>th</sup> January 2023**. A link will be provided to digitally registered presenters in January.

#### 1. Computer

- a. Zoom must be installed prior to the meeting.
- b. Your computer must be connected to stable and fast internet connection.
- c. Use either the integrated webcam on your laptop, or an external webcam/camera.

#### 2. Sound

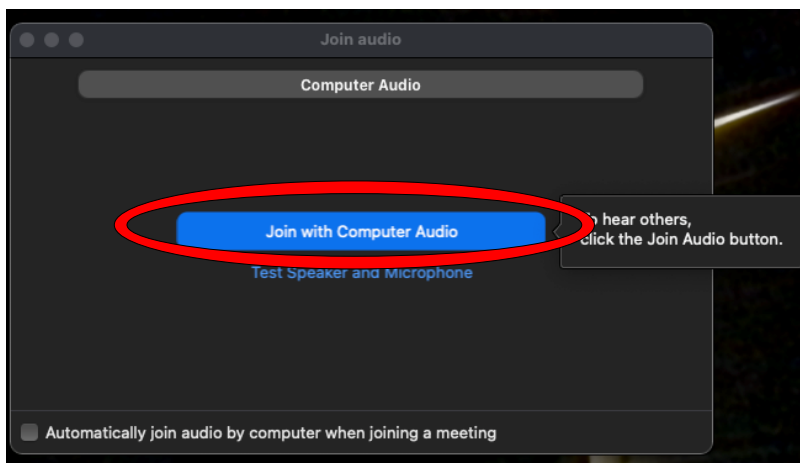
You should NOT use the integrated microphone/speakers on your computer. You MUST use a good quality headset or in ear headphones with a microphone. For example, Apple AirPods or similar will work fine.

#### 3. Location and lighting conditions

- a. Place the computer on a table or desk so that image is from about the waist and slightly above the head. If possible, avoid having the camera tilted upwards. It is important that the background is and does not take away the focus from you.
- b. Lighting conditions are important for a high-quality image. The room should be normally lit. Try to avoid sitting in front of a brightly window or bright light. If possible – try to light yourself from the front and side, not from the back.

#### 4. Step-by-step installation and preparation guide to Zoom

1. Download Zoom at [www.zoom.us](http://www.zoom.us)
2. Install Zoom on your computer.
3. Connect your headset/ in ear headphones with a microphone to your computer (either via cable or Bluetooth).
4. Click on the link under "Join Zoom Meeting" in the email containing the meeting invitation.
5. Press "Join with computer audio" in the dialogue box:



Click the arrow next to the microphone icon at the bottom left corner in Zoom and select your desired microphone and speaker.