



2022 ARCTIC FRONTIERS PATHWAYS


Arctic Frontiers 2022 Science Presentation Guidelines

We are looking forward to welcoming you all to Arctic Frontiers 2022, 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 scientific discussion. All attendees should familiarise themselves with our code of conduct (<https://www.arcticfrontiers.com/about-the-conference/>).

Whether you are presenting an 8-minute or 2-minute oral presentation, we will need to receive your presentation by **Wednesday 4th May 2022**, to check the requirements, links and to combine the talks.

Oral Presentations

- Please send your presentation to us before 12:00 (central European summertime) **Wednesday 4th May 2022**.
- Even those presenting digitally or using pre-recorded talks need to send us their presentations by the above deadline. More information for those presenting digitally can be found below.
- Please send a PowerPoint (.ppt or .pptx) version of your final presentation to presentations@arcticfrontiers.com by the deadline. Do not send .pdf versions of the file.
- For pre-recorded talks, please send us a video file to presentations@arcticfrontiers.com. Please do not exceed the duration of your time slot.
- If your file is too large to attach to an email, we ask that you use <https://wetransfer.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: LastName_FirstName_DateOfTalk.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-person and digital)

All science presenters have the option to also bring a poster to Tromsø and 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. The deadline for this is **Tuesday May 3rd 2022**.
- 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. All judging will take part on the virtual platform, so please upload your content there. The top three virtual posters will receive free registration to Arctic Frontiers 2023. The winners of the Award will receive free registration (excluding social events) at an upcoming Arctic Frontiers conference. This prize must be claimed for Arctic Frontiers 2023, 2024, or 2025 and applies to both in-person or virtual meetings.
- Virtual poster booths can be accessed by logging in to our online platform as a 'poster/study' in the top right corner. Use [this link](#) and the code provided in earlier emails.

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 also recommend a test video call with our technical team ahead of time and we will communicate how and when you should do this.

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.

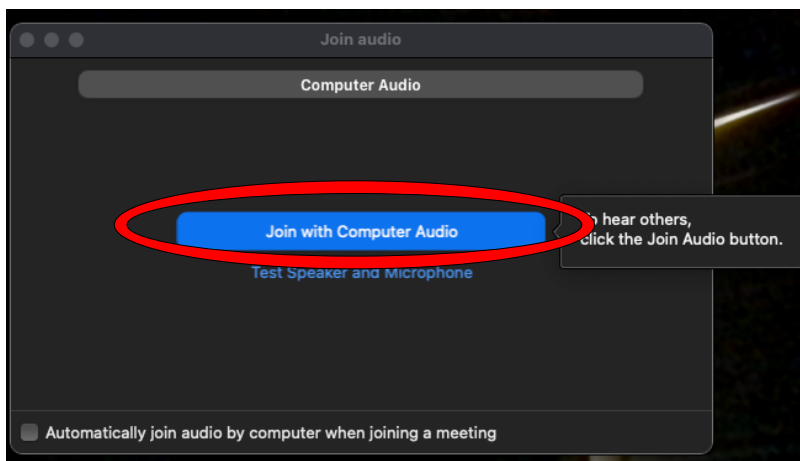
3. Location and lighting conditions

- 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
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.