



Instructions for Presenters

The California Geographical Society is committed to the development of geography scholars and to this end we strongly encourage student geographers, faculty and professionals to share their research at the annual conference. Students who present research will find the cost of their attendance and meals deeply discounted to encourage and reward scholarly effort.

Please consult the paragraphs below as you prepare to present your research or cartography.

All Presentations – Rules and Tips

- All presenters are eligible for reduced registration fees.
- ~~All~~ *Student first authors* of papers, posters and maps are eligible for a free awards banquet courtesy of Bill and Marilyn Bowen (California State University, Northridge). (second, third and group authors are not eligible)
- Presenters are eligible to enter several competitions for cash prizes.
- An abstract must be submitted during conference registration by posted the due date(s) to be considered for inclusion in the conference, or competition (may have different deadlines).
- Check the conference website for all deadlines.
- See the abstract page for an example of a typical submission.
- Limit your abstract to around 150 words (1000 characters)
- DO NOT include the title of your paper in the abstract
- Type abstracts in a word processor *first*, **proofread** then paste into appropriate window on registration form.
- You are encouraged to bring digital backups (flash or CD) and hard copies for all digital media.
- Access to the Internet is not normally an option during presentations, though you may contact the society's president directly if it is absolutely required for your presentation.
- You are expected to familiarize yourself with all hardware and software before presenting.
- Test your material in the room where you are presenting before you are scheduled to present. Tech help will be available.
- Poster and printed map presenters should bring foam or card board to mount the poster or printed map. Easels will be provided.

Paper Presentations

Paper presentations generally involve an oral delivery of a research project the presenter has completed. Generally, presenters prepare a PowerPoint style slide show to illustrate the discussion. Good presenters do not recite their PowerPoint slide, but use them to supplement their discourse. The presentation itself can be anywhere from 10 to 20 minutes, depending on the number of papers delivered in a session. Consult the program, published several weeks in advance of the conference, to plan accordingly. Guidelines for those entering competitions are available on the conference website.

Poster Presentations

Posters presentations are designed to provide students another way to present research. Poster presenters create a poster (size varies from 20"x30" all the way up to 3'x5') and discuss their poster and their research in a one-on-one setting with judges and other visitors to the poster session. The session frequently lasts an hour or two, and your time with judges is typically 10-15 minutes, with a question and answer period. Guidelines for those entering competitions are available on the conference website.

Cartographic Presentations

Cartographic presentations are designed to provide students another way to present quality cartographic work to an audience of interested individuals and judges.

Paper maps (and other analog media maps) are generally mounted on a foam board and set upon an easel (provided by CGS). The size can vary (20"x30" all the way up to 3'x5'). Cartographic exhibitors are expected to discuss their map with judges and other visitors to the poster session. The cartography session frequently lasts an hour or two, and your time with judges is typically 10-15 minutes, with a question and answer period. Guidelines for those entering competitions are available on the conference website.

The guidelines for *digital cartography* exhibits are similar to those for paper cartography, but the cartographic display is digital, generally on a laptop computer's monitor. You must supply the computer and monitor, and any other electronic needs. Tables will be provided upon which to place your computer. You may want to bring an extension cord, though the CGS will work to ensure adequate, proximate power. Guidelines for those entering competitions are available on the conference website.

Workshops and Other Sessions of Interest

A variety of workshops and sessions of interest to geographers have been offered throughout the years by students, faculty and professionals. Among the topics explored in workshops in recent years are; field work, inter-university cooperation, pedagogic techniques, careers in geography panels, informational sessions about graduate school and administrative issues. If you have a workshop idea, please consult with the society president and/or conference organizer.