

**AEWC Triannual Meetings
Presenter Guidelines**

If you have been given permission to present to the AEWK Board of Commissioners at a triannual meeting, please review the following guidelines and prepare accordingly. Presenters who do not adhere to these guidelines may not be invited to participate in future meetings of the AEWK. **Those who submit a request to present to the commission, will be required to acknowledge understanding of the following guidelines.**

1. **Time Limit & Presentation Length:** Presentations will be limited to 10 minutes with a 10-minute Q/A opportunity for hunters. Your electronic presentation should reflect the 10 minutes allowed and should not exceed that time frame. This translates into approximately 5 slides. You may be asked to return to provide additional information, however, time available during meetings is limited by our need to conduct internal business. **Please be respectful of this request.**
2. **Prior Submission of Presentation is Required:** An electronic version of your presentation **must be submitted to the AEWK prior to the meeting on the date specified by AEWK staff.** This allows time for the AEWK staff to review the presentations and prepare paper files for the Commissioners. **Your electronic submission will be utilized as the slides on-screen during the meeting. Revised slides WILL NOT be accepted on the date of the meeting under any circumstances.** Please submit your presentation according to the directions below:
 - a. **Electronic Submission:** Electronic submissions must be sent to both JENNY EVANS (jennykevans@gmail.com) and ISABELL ELEVGAK (isabell.elevgak@awc-alaska.com).
3. **Presenters are responsible for sharing their own slides.** This is not the responsibility of the AEWK staff. Whether you are participating in-person or remotely, this is your responsibility. All presentations will be loaded on the computer at the venue for your convenience. Please bring a backup on a thumb drive but it must match the original version.

ALASKAESKIMO

WHALING COMMISSION

- a. **In-person attendance:** For those attending the meeting in-person, your presentation will be loaded on the computer, however, the AEWK is responsible for many tasks during the meeting and for assisting our whaling captains. If you are presenting at the podium, please bring someone along that can help advance the slides for you. This is not the responsibility of AEWK staff.
 - b. **Virtual attendance:** The AEWK utilizes [Webex](#) as the virtual platform for its meetings. Presenters **MUST** download the app and register with Webex to effectively use this platform. We suggest you log-in and practice sharing your screen prior to the meeting as **you will be responsible for sharing your information**. If you would like to schedule a tutorial to practice sharing, please contact Jenny Evans at jennykevans@gmail.com.
4. Bandwidth limitations can affect the ability to broadcast/share the screen from the meeting to those participating remotely or joining by phone only. Please be aware of this obstacle. Please plan to read more of the slides than you might ordinarily for those joining by phone only or describe what is in the graphics.

ALASKA ESKIMO WHALING COMMISSION

REQUEST TO PRESENT

Please complete and submit this form to the Alaska Eskimo Whaling Commission **no less than 30 days prior to a meeting**. All requests will be evaluated based on the availability of time on the agenda and relevancy to the AEWC and our whaling communities. Please note that the submission of a request does not ensure a place on the agenda. **All meeting materials (presentations and handouts) must be submitted prior to the meeting on the date provided by AEWC staff, as outlined in the Presenter Guidelines. Requests must be submitted to BOTH isabell.elavgak@awc-alaska.com AND jennykevans@gmail.com.**

I acknowledge that by checking this box that I have read and understand the AEWC Presenter Guidelines.

AEWC Meeting Date for Request: _____

Agency/Institution/Organization/Company: _____

Presentation Title: _____

Funding source for your project: _____

Relevancy to the Alaska Eskimo Whaling Commission: _____

Requested time (including Q&A): _____

Presenter(s) Full Name and Title: _____

Contact Information (email and phone number): _____

Project dates/location: _____

Project Point of Contact: _____

Where can data be accessed: _____

How will you be participating in the meeting?: In-person Virtually

Other comments: _____
