

# Alaska Eskimo Whaling Commission Presentation Guidelines

## In-person ONLY

Beginning October 2026, the AEWC Board of Commissioners will only honor presentation requests from those planning to attend meetings in-person.

## Presentation Requests

Those wishing to speak during Science Day must submit a Presentation Request to the AEWC.

### Deadline

No later than one month prior to the meeting. date.

### Submit requests to

jennykevans@gmail.com

Isabell.elavgak@awc-alaska.com

## Speaker Responsibilities

- Confirm presentation date and time with AEWC meeting facilitators.
- Meet deadline for electronic presentation submission.
- Check-in with meeting facilitators upon arriving at the meeting.
- Advance presentation slides utilizing the provided remote.
- Take note of questions asked and concerns shared by the AEWC Board and follow up with AEWC following the meeting.

## Presentation Guidelines

- Presentations will be limited to 20 minutes with a 10-minute question/answer session.
- **An electronic copy of presentations must be submitted no later than two weeks prior to the meeting date** to allow time for inclusion in Board printed meeting packets. Speakers who do not meet this deadline will be removed from the agenda.
- Speakers must utilize the presentation submitted at the time of the deadline. There will be no allowances made for presentation replacements prior to the meeting.
- Presentations will be converted to one continuous PDF file and preloaded onto a laptop connected to event A/V equipment. No thumb drives/USB memory sticks will be accepted on the day of meeting.

## Meeting Facilitators

### Jenny Evans

907.727.2585

jennykevans@gmail.com

### Isabell Elavgak

907.852.2392

Isabell.elavgak@awc-alaska.com

**ALASKA**ESKIMO  
WHALING COMMISSION

**Address:** P.O. Box 570

1078 Kogiak St, Utqiagvik, AK 99723

**Phone:** 907.852.2392

**Web:** www.awc-alaska.com



## Speaker/Presentation Request

- Please complete and submit this form to the Alaska Eskimo Whaling Commission **no later than 30 days prior to the meeting date** you wish to speak/present.
- All presentations will be limited to 20 minutes with a 10-minute question/answer session.
- **Those who wish to present, must attend the meeting in person.**
- Virtual presentations will no longer be accepted.
- Speakers are responsible for reading AEWC's speaker/presentation guidelines and adhering required deadlines.

### Submit requests to:

jennykevans@gmail.com **AND** isabell.elavgak@awc-alaska.com

AEWC Meeting Date Requested: \_\_\_\_\_

Agency/Institution/Organization: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Speakers Name & Title: \_\_\_\_\_

Contact Information (email and phone): \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Other comments: \_\_\_\_\_

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