Speaker Information

Oral presentations are an integral part of the Florida Marine Mammal Health Conference. Speakers are encouraged to produce a PowerPoint presentation to accompany their talk as a visual reference for the audience and are asked to prepare their presentation with the following information in mind. Should you have any questions about these instructions, please contact Kristin Zupancic at kzupancic@ufl.edu or 352-294-3582.

Speaker Abstracts

Presenters are required to submit an abstract, either for consideration as an individual oral presentation or as part of an approved organized session. Abstract submission is the first step in confirming and preparing for an individual's presentation.

Speaker Timing

Presenters each receive 15 or 20 minutes, comprised of 12-15 minutes of prepared comments (with or without PowerPoint slides) and a minimum of 3-5 minutes of audience Q&A and open group discussion, depending on the length of your talk. Presentation lengths will be communicated to you by your session organizer or conference planning committee.

Keynote or panel session speakers will receive individual instructions for their presentations.

Speaker Registration

All presenters must register for the conference and pay the applicable fee **by January 29, 2018** in order to CONFIRM their participation as a presenter, secure a space in the program, and have their abstract published in the conference Book of Abstracts. If your talk will be given by a colleague, please inform Kristin Zupancic immediately so that your presentation may be confirmed.

Speaker Cancellation

In the event a situation arises that would prevent you from speaking, we trust you will alert us immediately. If possible, we ask that presenters use diligent efforts to help us locate a qualified substitute to prevent the program from being compromised.

Speaker Presentation File Submissions – Due the Day Prior to Your Talk

- **IMPORTANT**: Submit your PowerPoint presentation at the AV Download Station in the Registration area **the day prior** to your talk. Staff will ensure your presentation loads and projects correctly, and familiarize you with the equipment. Wednesday presenters will need to email presentations in advance.
- Your presentation will be set-up **in advance** to facilitate a smooth transition from one speaker to the next.
- We will accept presentation files on flash drives or via email:

- o Label your flash drive with your contact information if dropping off onsite at the Registration desk -OR-
- o Email your presentation to Kristin Zupancic at kzupancic@ufl.edu
- o **Note:** Even if submitting your presentation via email, ALL presenters must still check-in at the AV Download Station at conference Registration prior to their talk to confirm that their presentation is playing normally.

Audiovisual Equipment Available

- Presentation PC laptop with Microsoft PowerPoint application
  - o We encourage you to use the presentation laptop offered by the conference. Should you decide to use your own laptop, you will need to test your laptop **one day prior** to your talk, and your laptop will need to be set in the meeting room prior to your session beginning. Bring your power cord, computer cable and, if using a Mac, an adapter.
- Computer projector and screen. We recommend you set your presentation to 16:9 format. If you use 4:3, black bars will appear around the projected image on the screen
- Podium, lapel and handheld microphones
- Confidence monitor
- A wireless presentation remote control

Tips for Developing Your PowerPoint Presentations

- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Limit file size to **25 MB.** Photos for slides can be compressed and saved in a lower resolution.
- Disable any automatic advance timer on your file.
- **[Click here](#) for more important tips!**

Session Moderators

Each session will be facilitated by a moderator who is responsible for keeping speakers on time. Plan to arrive at the session 5 minutes prior to the published start time and introduce yourself to the moderator. They will review the speaker timing method with you. Be sure they know how to pronounce your name for introduction. It is best to sit in the front row for convenient access to the stage/podium.