

SPEAKER INSTRUCTIONS

1st International Sclerochronology Conference

July 17-21, 2007 • Hilton St. Petersburg • St. Petersburg, FL, USA

Submit Presentations in Advance

No later than **one day prior** to your talk, take your presentation filed to the AV download station at the Conference Registration Desk. Label your DISK as follows: **first & last name, day of talk, time of talk, scheduled session**. Your presentation will be set-up **in advance** to facilitate a smooth transition from one speaker to the next for your session. (*Loading PowerPoint presentations to the concurrent session laptops can take considerable time. Therefore it is especially important that your presentation be received early.*) We encourage you to use the 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. To avoid disruptions to other speakers the day of your talk, your laptop will need to be set prior to the first morning session. Do not forget to bring your power cord, computer cable and, if using a Macintosh, an adapter. Label your laptop and touch base with the audiovisual operator to facilitate a smooth transition from one speaker to the next for your session.

PowerPoint Presentations

- While developing your presentation try to remember that importing large images increases (the number of KBs or MBs) the size of your presentation (even if you then downsize them on the screen), requiring a longer time for downloading. Try to size your images to the physical dimensions you wish to display on the screen before importing them into the presentation. There are a number of simple, graphic software packages that will do this for you.
- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
 - Save your file in PowerPoint XP or earlier version, not a higher version.
 - **Please limit file size to 25 MB and less.** Photos for slides can be saved in a lower resolution. (*A large file takes quite awhile to copy onto a laptop.*)
 - Disable any automatic advance timer. We suggest using an automatic timer **only** if you are confident there will be no interruptions, delays or deviations from your rehearsed presentation.
- Please provide an opening screen that contains at least the title of the presentation and the names of the authors. Providing the affiliation of the author(s) is also a good idea.
- Please remember that when your presentation is viewed or read by other people after the Conference concludes, you will not be there to explain a stand-alone image or chart on the screen, so it is always best to provide an explanation of what appears on the screen. If you do not wish to clutter up the screen with text, or if there is not enough room on the screen for your remarks, then consider making a notes slide at the very end of the presentation.
- Be careful of using statements that require a certain tone of voice to be understood. For example, a presentation from another conference had a tongue-in-cheek statement that made it appear as if a pest was beneficial to the environment. Ask yourself if the person reading your presentation later on will be able to clearly understand the "concept" you are trying to convey.
- We also recommend that you include a final screen that provides credits, instead of simply ending the presentation with the last information screen. The credit screen should provide the name(s) of the author(s), source of photographs (?) and department or divisions. It is also a good idea to add "Copyright (year) (Name of your Affiliation)." For example, Copyright 2005 University of Florida.
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- **Acceptable media storages in recommended order are: USB, CD, Floppy (Please do not use ZIP disks)**
NOTE: We recommend you bring color overhead transparencies as a back up in case of technical difficulties. While we do not anticipate this happening, it is better to be safe than sorry.

Overhead Transparencies & 35mm Slide Presentations

Slide projectors and overhead projectors will not be available for presentations. We encourage you to use this opportunity to have your slides converted to PowerPoint, your transparencies cued and ready to go.

Additional Equipment

Each speaker will be provided with a lapel microphone, a laser pointer and, a Wireless Remote Control to advance and reverse your PowerPoint presentation slides. The Session Moderator will assist you with hooking up your microphone, and there will be an AV Operator assigned to each session to run the audiovisual equipment. We urge you to stop by the meeting room you are speaking in the day before your talk to familiarize yourself with the AV set-up.

Helpful Tips

Many attendees lose interest in a presentation mainly because they cannot see the visuals. Below are a few tips we encourage you to incorporate when developing your visual presentation.

- The 6 x 6 readability rule: *no more than six words per line and six lines per "page"* (i.e., Times New Roman font size approximately 40-42)
- Use upper and lower case letters rather than block: ALL CAPS CAN BE DIFFICULT TO READ.
- Lines that are the key to understanding or that are used for emphasis should be bolder than background lines or borders.
- Graphs work better than tables when projected.
- Effective visuals are made on blue or black background with words or pictures highlighted in yellow or white.

We look forward to seeing you at the conference, and we appreciate your help with making the presentation transitions go smoothly.

Questions? Contact Sharon Borneman at: spb@ufl.edu or by telephone at: 352-392-5930