Your presentation is an integral part of the program. In the event a situation should arise that would prevent you from honoring your commitment, we trust that you alert us immediately. If possible, we ask that you use diligent efforts to help us to locate a qualified substitute and thereby preventing the program from being compromised. Thank you.

**PRESENTATION, EQUIPMENT, INSTRUCTIONS & PREPARATION**

Knowing the audiovisual set-up will prevent difficulties with your presentation and contribute significantly to the success of the conference. Speakers are expected to produce a PowerPoint presentation to accompany their speech, as a visual reference for the audience. Following is the equipment that will be available, instructions to ensure the actual presentation goes smoothly, and some tips.

**EQUIPMENT AVAILABLE – A VOLUNTEER WILL BE ASSIGNED TO THE GENERAL SESSION ROOM TO ASSIST WITH EQUIPMENT OPERATION**

- PC laptop with Microsoft PowerPoint (2007) Application
- Computer Projector
- One podium microphone
- One lapel microphone
- One Comfort Monitor
- A Wireless Remote Control to advance and reverse your slides will be available for all presentations. The moderator will assist speakers with the microphone and an AV Operator will run the audiovisual equipment.

**POWERPOINT PRESENTATIONS**

- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Limit the file size to 25 MB and less. Photos for slides can be compressed and saved in a lower resolution.
- Disable any automatic advance timer on your file.
- When saving your file, use the name of the person who is presenting, e.g. JohnDoe.ppt.
- We will accept files on jump drives or CDs. Label your jump drive with your contact information.
- Label your CD as follows: first & last name, day & time of talk

**BRING PRESENTATIONS ON DISK TO THE CONFERENCE REGISTRATION 24-HOURS PRIOR TO YOUR TALK**

- **IMPORTANT**: Bring your PowerPoint presentation **24-hours prior** to your talk to the conference registration area located in the foyer of the Conference Center. Staff will ensure your presentation loads and projects correctly, and familiarize you with the equipment (Monday morning presenters may drop their talk off on Sunday night from 6:00pm to 8:00pm).
- Your presentation will be set-up **in advance** to facilitate a smooth transition from one speaker to the next.
- 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 **24-hours prior** to your talk. To avoid disruptions to other speakers the day of your talk, your laptop will need to be set prior to your session beginning. 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.

**COLOR SHIFTS**

Due to different resolutions of laptops and projectors, color shifting can and will occur. Please be aware when creating the presentation that the colors may change somewhat when projected. Also, please note that this conference will be using the 2007 version of Microsoft PowerPoint. Please review the following information on how presentations saved in an earlier version of PowerPoint may be affected.

Features that are lost when you open a presentation created in an earlier version of PowerPoint in PowerPoint 2007

SESSION MODERATORS
Each session will be facilitated by a moderator who is responsible for keeping speakers on time. Plan to arrive at the session 10 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. It is best to sit in the front row for convenient access to the stage. A volunteer will be assigned to operate the laptop and projection equipment for your presentation.

PRESENTATION TIME
Unless otherwise specified on the program agenda, ALL speakers are allotted 15 minutes per presentation. You should allow 2-3 minutes at the end of your talk for questions by audience members. *(The 15-minute allotment includes time for questions.)*

MEETING ROOM SET-UP
All meetings will be set “theater style” with chairs only except for the first row which will have tables and chairs.

NON-COMMERCIAL NATURE OF SESSIONS
SWIM provides a unique opportunity for open dialogue and creative exchange of ideas among members of the salt water intrusion community. With this in mind, speakers and moderators must refrain from the use of brand names or specific product endorsement in their presentations. Under no circumstances is this platform to be used as a place for direct promotion of a product, service or monetary self-interest. In keeping with SWIM goals, speakers are asked to focus on sharing ideas, lessons-learned, case studies, and best practices that have industry-wide application.

TIPS FOR DEVELOPING YOUR POWERPOINT PRESENTATION
• To ensure your presentation is easily visible from any seat in the room, please use the following minimum font sizes:
  
  **Title:** Bold Typeface minimum 40 pt size  
  **Subtitles:** Bold Typeface minimum 32 or 36 pt size  
  **Text and Figures:** Bold Typeface minimum 24 or 28 pt size  

  **Note:** Sans Serif fonts (those that do not have feet on the bottom) e.g. Arial or Verdana are easier to read in a large room.

  • The 6x6 readability rule: *no more than six words per line and six lines per “page”* (i.e., Arial font size 40).
  • Use upper and lower case letters rather than block: ALL CAPS CAN BE DIFFICULT TO READ.
  • Lines that are used for emphasis should be bolder than background lines or borders.
  • Use contrasting text and background colors (white or yellow text on blue or black background).
  • Avoid using the color red as it tends to bleed into the background and is generally difficult to read.
  • Paragraphs should be clearly separated using a blank line. Lists should be organized using figures, dashes or bullet points. Please keep in mind that graphics and charts must be read from a considerable distance.
  • To ensure a safety zone for over-projection, leave a ¼-inch border, with no text or graphics, around your slide. Otherwise, logos close to the border of your slide may be cut off.
  • For a quick readability check: Stand back ten feet from your 14” monitor. If you cannot read the text clearly, your point size is too small for projection.

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