ACES 2024 Speaker Instructions

Speaker Registration Deadline: September 13, 2024

Talks are an integral part of the ACES educational program. Speakers are encouraged to produce a PowerPoint presentation to accompany their talk as a visual reference for the audience.

Speaker Registration Deadline: Speakers must register and pay the applicable fee by **September 13, 2024,** to confirm participation, secure space in the program, and have their abstract published in the digital Book of Abstracts.

Click here to register now: https://conference.ifas.ufl.edu/aces/registration-information.php

Speaker Cancellation: Should anything prevent you from honoring your commitment, please alert us immediately.

Audiovisual Equipment Available during the Session
- PC laptop with Office 2016 (PowerPoint 2016) *It will be at the podium so you can use speaker view.*
  - You can use the laptop mouse to advance and reverse slides and use cursor as a pointer.
  - A remote with a laser point will also available.
- A wired microphone will be stationed at the podium.
- **Internet will not be available for presentations.**
- An audio-visual technician will operate projection equipment.

Speaker Timing
- Each concurrent session speaker has 20-minutes, including time for introduction by the moderator and Q&A. Please allocate 3-5 minutes of your presentation time for questions at the end.
- Sessions run concurrently, so speakers must start and stop at the time in the published agenda.
- Talks are not being recorded, but you will be asked for permission to share your slides as a PDF on the web site.

Tips for Developing Your PowerPoint Presentation
- Use 16:9 widescreen [NOTE: You may still use 4:3 format, but black bars will appear left and right of the image.]
- Embed graphs or figures in slides as independent objects; do not dynamically link from other programs.
- Limit files to **25 MB** or less**.** Photos for slides can be compressed and saved in a lower resolution to reduce size.
- Disable any automatic advance timer on your file.
- **CLICK HERE to view tips for creating impactful presentations, while ensuring visibility and clarity of information.**

PowerPoint File Submission: Files are Due 24-Hours Prior to Your Talk
- Submit your PowerPoint presentation at the AV Download Station next to Registration **one day prior** to your talk.
- Label your flash drive with your name & phone number if dropping it off onsite OR email your presentation in advance to Jessica Bailey at j.bailey@ufl.edu.
- *Bring a backup file on a flash drive, just in case!*
- **You must check-in at the AV Download Station 24-hours prior to verify your file functions properly.**

Session Moderators: Each session will be facilitated by a moderator who is responsible for introductions and keeping speakers on time. Speakers should arrive at the session no later than five minutes prior to the published start time. Please sit in the front row for convenient access to the stage/podium and introduce yourself to the moderator, who will review the speaker timing method with you. Be sure they know how to pronounce your name for your introduction.

Questions? Email bmt@ufl.edu | Visit the web site for conference details: www.conference.ifas.ufl.edu/ACES