GEER 2017
Greater Everglades Ecosystem Restoration
Advancing Science, Restoring the Everglades

Speaker Instructions
April 17-20, 2017
www.conference.ifas.ufl.edu/GEER2017

Location: Marriott Fort Lauderdale & Coral Springs | 11775 Heron Bay Blvd | Coral Springs, FL 33076 | PH: 954-753-5598

Session Format
Each session is 100-minutes long and entails a 10-minute introduction, followed by five 15-minute talks ending with a 15-minute facilitated Q&A discussion period. Speakers are to pull their chairs to the front of the room and face the audience. A hand-held mic is available in larger rooms to answer questions.

Speaker Timing
Concurrent session speakers each have 15-minutes, including time for their introduction. **Moderators will enforce the 15-minute limit. Prepare accordingly.** Q&A is conducted as a group at the end of the session as described under Session Format.

Speaker Registration
To confirm participation as a presenter and have an abstract published, presenters must register for the conference and pay the applicable fee **by March 1, 2017. Note: It is advised that each talk have only one presenter.**

Speaker Changes
In the event you need to cancel or if your talk will be given by a colleague, please email Beth Miller-Tipton at bmt@ufl.edu and provide her with the new speaker's name and contact information so she can update the program agenda and abstract file.

Equipment Available – *A technician assists with equipment operation during the session*
- PC laptop with Microsoft PowerPoint (2013) Application
- Computer Projector and 4:3 screen (If you use widescreen format, black bars appear at the top and bottom of the screen.)
- One podium microphone & one wireless lapel microphone
- A Wireless Remote Control to advance and reverse slides.
- **Internet should not be used for presentations. .**

PowerPoint Presentation Instructions
- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Limit 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.
- If there are videos in your presentation, save the video and PowerPoint files in one folder
- We will accept files on jump drives or CDs. Please label them with your name and cell phone number.
- **IMPORTANT**: Bring your PowerPoint file to the AV Download Station at registration no later than **24-hours prior** to your talk. Staff will load your file to the laptop. **Tuesday Speakers: Please** bring your file to us Monday afternoon or first thing Tuesday morning *before* the Opening Plenary, or email it to **Ms. Tessa Gray at: tgray@gopearsontechnology.com**
- We encourage you to use the laptop offered by the conference. Should you decide to use your own laptop, you will need to test it **24-hours prior** to your talk, and it must be set prior to the session beginning. Bring your power cord, computer cable and, if using a Mac, 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. Also, please note that this conference will be using the 2013 version of Microsoft PowerPoint. Please review features that are lost when you open a presentation created in an earlier version of PowerPoint: http://office.microsoft.com/en-us/help/features-are-lost-when-you-open-a-presentation-created-in-an-earlier-version-of-powerpoint-HA010338389.aspx?CTT=1

IMPORTANT NOTE: Because of the large number of comments we receive on evaluation forms about how difficult it is to view speaker slides, we urge you to review these Tips on Preparing PowerPoint Presentations.
http://conference.ifas.ufl.edu/docs/Tips_on_Preparing_PowerPoint_Presentations.pdf

Questions? Contact Beth Miller-Tipton, GEER Conference Coordinator, at bmt@ufl.edu.