GEER 2021
Greater Everglades Ecosystem Restoration
Adapting Science and Management to a Changing World

STANDARD FORMAT
Speaker Instructions *(updated 4-7-21)*

LIVE VIRTUAL CONFERENCE ON ZOOM: Week 1: April 19-22 & Week 2: April 26-29, 2021

Requirements for Participation:
➢ Block all scheduled conference sessions and activities on your calendar – here is the agenda-at-a-glance.

➢ Block your calendar to arrive in the Zoom session no later than 50-minutes prior to test your presentation and finalize settings.

Presentation Development:
o You may use either PowerPoint widescreen format (16:9 ratio) or standard format (4:3 ratio). Both formats are acceptable.

o To stay within the allotted time, we suggest using no more than 12 slides plus a title slide (averaging one minute per slide for a 12-minute talk). The title slide should include your talk title, name, contact information and list of co-authors and affiliations.

o The final slide should summarize results in lay language and highlight their relevance to restoration and natural resource management policy and decision-making.

o Leave three minutes at the end of your talk to answer audience questions. Q&A is important to ensure understanding.

o PowerPoint files may not exceed **50 Mb (new limit).** If necessary, resize photos or graphics to reduce your file size.

o **We urge you to pre-record your 12-minute talk to ensure a hassle-free presentation.**

o AV Techs will open speaker files. You will use a Global Cue Live tool to alert the Tech to advance your slides. (The Global Cue can be opened on a second monitor or the Tech can text it to your phone, so you can use your phone as a "remote control".) Open the remote cue on your phone or iPad. Use the "Next" and "Back" buttons, but if something goes awry, just say "Next slide please". The TECH will give you the Global Cue link before the session begins. Arrive 50-minutes prior to practice.

o Do not incorporate videos or PPT animations in your slides.

o All sessions will be recorded and posted on the password protected virtual website for one year following the conference.

o Speakers are responsible for infringement penalties if they use copywritten material without permission.

PowerPoint File Submission:
o Name your file with the session number, time of talk in military time, last name and first name separated by hyphens. **Example file name for a 2:20pm talk in Session 2 by John Smith:** 2-1420-Smith-John.ppt

o Upload your final PowerPoint file via the presentation upload form linked below **(these are updated deadlines):**
  - o **WEEK 1 Presenters:** Files due by midnight on Monday, April 12.
  - o **WEEK 2 Presenters:** Files due by midnight on Monday, April 19.
    If we do not receive your PowerPoint by the deadline, your talk may not be available during the session.

o If your organization or co-authors have an approval process, obtain permissions well in advance of this deadline.

o RECORDING YOUR TALK: If you have a weak internet signal, we encourage you to record your talk in Zoom or PowerPoint instead of presenting live and upload an MP4 file to the site linked below. *You must still attend the session to answer questions.*

If you have not recorded a presentation before, review these "How To Record" Instructions

How-to-Record-a-Presentation-in-Zoom - AND - How to record using PowerPoint

Advance Preparation:
o Make sure your Zoom account is always up to date with the latest version so you can view and access breakouts.

o Run or disable automatic software updates. If you do not have administrative permission to do so, contact your IT department in advance to ensure your computer does not shut down or run updates while you are presenting.

Review this document: **https://conference.ifas.ufl.edu/geer/docs/2021/GEER-2021-Moderator-Speaker-VIRTUAL-Instructions.pdf**

Presentation Upload Form: https://www.ettlive.com/geer | Enter this password: GEER2021 *(case sensitive).*

NOTE: You will be asked to indicate the session number for your presentation. It can be found in the detailed agenda.

Questions? Contact Beth Miller-Tipton at bmt@ufl.edu - OR– Nick Aumen at naumen@usgs.gov