

# **SPEAKER INSTRUCTIONS**

**Groundwater Quality 2013 Conference (GQ13) • April 21-26, 2013  
Gainesville, Florida • J. Wayne Reitz Union – University of Florida**

## **PRESENTATION LOCATION & TALK DURATION**

- The meeting will be held at the J. Wayne Reitz Union Grand Ballroom on the University of Florida Campus. Anticipated attendance is 200 people.
- Visit the conference website to view the most current agenda: [www.conference.ifas.ufl.edu/GQ13/agenda.htm](http://www.conference.ifas.ufl.edu/GQ13/agenda.htm)
- Allow the initial three minutes of your presentation time for speaker change, and introduction by the moderator.
- It is the speaker's discretion to decide on time allotted for Q & A from participants, but we suggest you allow at least three to five minutes for one or two questions following your presentation. (Example: If the duration of your talk on the agenda is 15 minutes, prepare a 10 minute talk with 5 minutes for questions.
- Keynote speakers are scheduled 30 minutes on the agenda. Please prepare a 25 minute talk with five minutes for questions following your talk)

## **SUBMIT PRESENTATIONS 24-HOURS IN ADVANCE**

- One day prior to your talk, take your presentation file to the onsite Staff located at registration outside the Grand Ballroom. Your presentation will be downloaded to the presentation laptop **in advance** to facilitate a smooth transition from one speaker to the next. We recommend that speakers have a backup copy of their talk on a jump-drive the day of their presentation.

## **\*\*\*IMPORTANT\*\*\* INFORMATION ABOUT YOUR POWERPOINT FILE**

- **Save your file in 2010 PowerPoint application for Windows, or an earlier version (97-2003), not a higher version; otherwise it will NOT work.**
- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- **Limit file size to 30MB or less.** Photos for slides should be saved in a lower resolution of 72-96 DPI.
- Disable any automatic advance timer on your PowerPoint file. Use an automatic timer **only** for starting of videos.
- Label your CD DISK as follows: **first & last name, day of talk, time of talk**
- We will also accept files on jump drives. Label your jump drive with your contact information.
- Upon conclusion of your talk, the hosts are requesting your PowerPoint presentation for educational purposes. By agreeing to share your presentation, you will be furthering the education for the groundwater industry. PowerPoint slides will be converted to pdfs, and placed on the conference website. **Due to software compatibility difficulties, video files CANNOT be included in the PDF version.**
- If you plan to use a video in your presentation at the conference, comply with the following three points to ensure workability.
  1. Acceptable video files are: Real Player; Media Player; QuickTime
  2. Limit any one video file size to **50 MB or less**
  3. Save video files using your last name to ensure file association and loading.

Reminder: video files must be uploaded along with your presentation. PowerPoint only links to these files, it does not embed them.

## **EQUIPMENT AVAILABLE**

- One Windows based laptop with **2010** PowerPoint Application
- One wireless remote with laser pointer
- One wireless lavalier Microphone

The speaker podium will be located to the side of the screen in the Grand Ballroom. The setting will be intimate, maximizing interaction between conference attendees. Please note that the Internet will not be available for presentations in the General Session meeting room.

## **SESSION MODERATORS**

The session moderator will assist you with the microphone and an AV Operator will run the audiovisual equipment. Moderators will be responsible for keeping speakers on time. When on-site, 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. The moderator will introduce you by your name, affiliation and the title of your talk.

## **OTHER COMPUTER PRESENTATIONS**

If your presentation is not compatible with a windows-based laptop or not saved in **2010** version of PowerPoint, you will need to use your own laptop. Inform the conference registration staff **the day prior** to your talk as you will need to test it. Bring your power cord, and, if using a Macintosh and if applicable, an adapter.

## **POWERPOINT PRESENTATION - SLIDE DESIGN TIPS**

To ensure your presentation is easily visible from any seat in the room, below are suggestions for 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
- Sans Serif Fonts (those without feet on the bottom like Arial or Helvetica) are easier to read in a large room. Please do not use any unique fonts. They will not be available on the presentation laptop and may compromise the readability of the presentation.

## **HELPFUL HINTS**

- 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 use contrasting colors. Increased color contrast enhances readability. For example: If you have a dark background, use a light colored text, and vice versa.
- 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 recommend using short, precise text with a maximum of 6-8 lines containing 5-6 words. Contrasting typefaces, e.g. bold and italics should be used sparingly. 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.
- If you are using the color red, try to outline it in white, as red appears to bleed on the screen.
- 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.
- Images inserted into PowerPoint should be at a resolution of 72 dpi at actual size (meaning you should not stretch the image to make it larger).
- For maximum impact, ensure your images are not fuzzy or dark.

## **NON-COMMERCIAL NATURE OF PROGRAM SESSIONS**

This educational conference will provide the opportunity for open dialogue and exchange of ideas. As you develop your presentation, please minimize direct reference to your company or product if applicable, and instead focus on technology and information that is relevant to the entire audience. Speakers are also requested to focus on sharing knowledge, ideas, lessons-learned and best practices that have industry-wide application.

## **QUESTIONS OR ASSISTANCE?**

Sharon Borneman, Conference Coordinator  
UF/IFAS Office of Conferences & Institutes  
Phone: 352-392-5930 / Email: [spb@ufl.edu](mailto:spb@ufl.edu)