

INTECOL SPEAKER INSTRUCTIONS

9th INTECOL International Wetlands Conference (INTECOL 9)

June 3-8, 2012 • Caribe Royal • Orlando, FL USA

*****IMPORTANT NOTICE TO INTECOL SPEAKERS***** **NEW POWERPOINT SUBMISSION DEADLINE: Friday, May 25, 2012**

Please upload your INTECOL PowerPoint presentation file **NO LATER THAN Friday, May 25** via this link: <https://www.xcdsystem.com/intecol> **IMPORTANT: Your login user name and password are the same email address you used to submit your abstract.** Detailed instructions are posted on the site - It is a very simple process. PowerPoint files are limited to a **MAXIMUM** of 25 mb. We accept up to the most current version of PowerPoint.

- 1) Check in at the Speaker AV Download Station in the Conference Registration Office no later than 24-hours prior to your talk to test your presentation. Bring a copy of your PowerPoint file and any audio or video files with you on a flash drive. NOTE: If your presentation includes video or audio, it is best to use PowerPoint 2010 and embed the video/audio files directly in the presentation. **Do not dynamically link from other programs.**
- 2) All presenters (poster and oral) must register for the conference and pay the fee TO CONFIRM THEIR PARTICIPATION AS A PRESENTER. Online registration is now open on the INTECOL web site at: www.conference.ifas.ufl.edu/INTECOL.
- 3) You have a 20-minute time block for your presentation. This time includes three (3) minutes for Q&A at the end of your talk. It is very important we adhere to the published speaker schedule, as this allows conference participants to move between sessions and hear specific talks.
- 4) The Moderator will hold up three alert cards near the end of your talk. One when you have three minutes left, one when you have one minute left and the final card says STOP. Speakers will be timed and will not be allowed to speak beyond the published end-time.
- 5) Please arrive in the session room 10 minutes prior to start time. All speakers and the moderator are to sit in the front row near the podium.
- 6) All speakers must wear the lapel microphone to assure everyone in the audience, especially those at the back of the room, can hear you.
- 7) Here is a link to review all remaining speaker instructions. <http://conference.ifas.ufl.edu/INTECOL/speaker.html>
- 8) If you haven't made your hotel reservation at the Caribe Royal yet, they are still offering the conference rate of \$129. <http://conference.ifas.ufl.edu/INTECOL/site.html>
- 9) Click here to view a master floor plan of the Caribe Convention Center and see where all meeting rooms and conference activities will be held. <http://conference.ifas.ufl.edu/intecol/floorplan.pdf>

EQUIPMENT AVAILABLE – A VOLUNTEER WILL BE ASSIGNED TO EACH ROOM TO ASSIST WITH EQUIPMENT OPERATION DURING THE SESSION

- PC laptop with Microsoft PowerPoint (we will be using the most current version)
 - Computer Projector
 - One podium microphone & lapel microphone
 - A Wireless Remote Control with built in laser pointer slides will be available for all presenters to advance and reverse their slides during their presentation. The moderator will assist speakers with connecting to the wireless microphone and an AV Operator will run the audiovisual equipment.
 - When you test your pre-loaded presentation at the AV Download Station, you can familiarize yourself with the remote control.
- *****Internet access is not available for speaker presentations. Sorry, no exceptions.*****

POWERPOINT PRESENTATIONS

- 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. This does not affect the integrity of the presentation and will still display quite legibly on screen.
- Disable any automatic advance timer on your file. THIS IS IMPORTANT.
- Turn sound OFF in your presentation slides. THIS IS IMPORTANT UNLESS YOU INTEND TO PLAY SOUND.
- **Save your file to a CD or thumb drive and bring a copy with you to the conference. If your presentation entails video files – make sure both the ppt file and the video file(s) are saved in ONE FOLDER so they will all open during your presentation.**

CHECK IN AT THE AV DOWNLOAD STATION TO TEST YOUR PRESENTATION NO LATER THAN 24-HOURS PRIOR TO YOUR TALK

- **IMPORTANT:** Come to the AV DOWNLOAD STATION in the conference registration area no later than **24-hours prior to your talk.**
- 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 most current version of Microsoft PowerPoint. Please review the following information on how presentations saved in an earlier version of PowerPoint may be affected.

Click here to view features that may be lost when you open an earlier version of a PowerPoint presentation in PowerPoint 2007 or higher. <http://office.microsoft.com/en-us/powerpoint/HA101676841033.aspx?pid=CH100673491033>

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: San- Serif fonts 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.

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