



Speaker Instructions

September 23-26, 2019 | Lake Buena Vista, FL

Speaker Registration Deadline: July 26, 2019

Oral presentations are integral to the program. In the event a situation should arise that would prevent you from honoring your commitment, please alert us immediately. If possible, we ask that you help us locate a qualified substitute to prevent the program from being compromised. Thank you.

Conference Registration Required: To confirm participation and have an abstract published, all presenters must register and pay the applicable fee **by July 26, 2019**. <http://conference.ifas.ufl.edu/isbm2019/registration-information.html>

EQUIPMENT AVAILABLE TO SPEAKERS

- PC laptop with Office 2016 | PowerPoint 2016 application. **The presentation laptop will be placed at the Tech Station, not at the podium, so Presenter View will not be available.** You will need to bring a printed copy of your slides with notes.
- 16:9 Widescreen [NOTE: You may still use 4:3 format. [Black bars will appear left and right of the image in the blank space.](#)]
- One lapel microphone (*All speakers are asked to wear this mic so the audience can easily hear the presentation.*)
- A Wireless Remote Control with a built-in laser pointer to advance and reverse slides. Should you have questions, technicians will be available to assist with equipment operation.

POWERPOINT PREPARATION 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.
- If your presentation contains video or audio files, save all files along with the PPT file into one folder.
- When saving/naming your file, indicate your last name, first name and session number. [Smith_John_Session12.ppt.]
- We recommend you do not use a gray or gradient background, making content difficult to read. Stand 14' away from your monitor to give you an idea of how easy it is for the audience to view your slides.

FILE SUBMISSION: Speakers must submit their PowerPoint file no later than 24-hours prior to their talk. Bring the file on a jump drive to the AV Download Station at conference registration outside the poster hall. If you are speaking on Tuesday, September 24, please email your file to Jessica Bailey at j.bailey@ufl.edu **by 2pm Monday, September 23**.

PRESENTATION LAPTOP: We encourage you to use the laptop provided by the conference. If you absolutely must use your own, you must test it **24-hours prior** to your talk. Your laptop needs to be set prior to the session start time to minimize distractions. Be sure to bring your power cord, a computer cable and, if using a Macintosh, an adapter. Label your laptop with your contact information and touch base with the staff at the AV Download Station when you arrive at the conference.

SESSION MODERATORS: A moderator will introduce speakers and keep them on time. Please arrive in the meeting room no later than five minutes before the session begins and introduce yourself to the moderator seated in the front row, so they can review the timing method and make sure they know how to pronounce your name. Please sit near the podium for quick access.

PRESENTATION TIME: Each session is 90-minutes long with one invited speaker talk at 30-minutes (25 minutes for the talk and 5 minutes for Q&A) and four standard talks at 15-minutes each (12 minutes for the talk and 3 minutes for Q&A).

NON-COMMERCIAL NATURE OF SESSIONS: ISBM 2019 provides a unique opportunity for open dialogue and creative exchange of ideas. Speakers and moderators must refrain from the use of brand names or specific product endorsement in their presentations. Under no circumstances can presenters directly promote a product, service, or monetary self-interest.

CONFLICT OF INFORMATION: If you have any information that might be a conflict of interest, please ensure you include acknowledgment of the organization or information in your presentation.

CLICK HERE to view some helpful tips on creating PowerPoint presentations.

Questions? Email: bmt@ufl.edu | 2019 ISBM Web Site: <http://conference.ifas.ufl.edu/isbm2019/>