

NCER 2016 Speaker Instructions

Meet Your Moderator

Each session is facilitated by a moderator responsible for keeping speakers on time. Arrive at the session 5-7 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.

Session Formats & Presenter Time Limits

NCER 2016 features a variety of session formats to promote diverse presentation styles and to allow more attendees to present and share valuable insights, lessons learned and best practices. **All sessions are 90-minutes long.**

Standard Format: This format consists of a 5-minute session introduction and overview by the moderator, followed by four consecutive 20-minute talks (17 minutes per talk plus 3 minutes Q&A), with speakers using PowerPoint slides to display graphics emphasizing key elements, supporting details and in-depth information.

TED-Style Format: “TED-Style” sessions will entail a 5-minute moderator introduction and synopsis of the session, followed by six consecutive, 10-minute presentations (7-minute talks with three minutes of Q&A). After speakers conclude, the moderator engages speakers and audience members in active dialogue about core ideas presented by speakers. If used, PowerPoint files for each speaker should be limited to no more than five slides to help the audience visualize the core concept of the talk.

Panel Session Format: Panel sessions entail a maximum of four panelists. Sessions begin with a 5-minute introduction of the topic by the moderator followed by each panelist taking five minutes to introduce themselves, and to describe their personal experience and perspective on the topic. The moderator then facilitates 30-minutes of interactive dialogue amongst panelists to obtain different viewpoints using pre-determined questions, before engaging the audience in Q&A. The session ends with a closing summary and recognition of the panel. Use of PowerPoint should be limited to no more than a few key slides to help the audience visualize the panel concept.

Presenter Registration

Session organizers, speakers, moderators and panelists are expected to register for the conference by **February 26, 2016** to confirm their participation as a presenter, and to have their abstract published in the conference book of abstracts.

Note: It is assumed and advised that each talk has only one presenter. The presenting author is required to register for the conference in order to secure space in the program.

CLICK HERE to register and confirm participation: http://conference.ifas.ufl.edu/NCER2016/reg_info.html

Presenter Cancellation

In the event a situation arises that would prevent you from honoring your commitment, please alert us immediately. If possible, we ask that presenters use diligent efforts to help us to locate a qualified substitute thereby preventing the program from being compromised.

Presentation, Equipment, Instructions & Preparation

Knowing the audiovisual set-up will prevent difficulties with your presentation and contribute significantly to the success of the conference. Concurrent Session Speakers are expected to produce a PowerPoint presentation to accompany their presentations, as a visual reference for the audience. *Note: This does not apply to PowerPoint-Free Sessions. Following is the equipment that will be available, instructions to ensure the actual presentation goes smoothly, and some tips.

Equipment Available for Presenters

- PC laptop with Microsoft PowerPoint (2013)
- Computer Projector
- One podium microphone
- One wireless lapel microphone
- A Wireless Remote Control to advance and reverse slides.
- Wired table top microphones will be used in rooms with panel sessions.
- **Internet will not be available for speaker presentations. 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.
- 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.
- We will accept files on jump drives or CDs. Label with your contact information.

Bring Presentations on Disk or Thumb Drive to AV Download Station 24-Hours Prior to your Talk

- **IMPORTANT:** Bring your PowerPoint presentation **24-hours prior** to your talk to the conference registration area. Staff will ensure your presentation loads and projects correctly, and familiarize you with the equipment (Tuesday presenters: please bring your file or email to us to us on Monday afternoon or first thing Tuesday morning before the Opening Plenary.)
- Your presentation will be set-up **in advance** to facilitate a smooth transition from one speaker to the next.
- 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 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.
- If you will not be at the conference the day before your presentation, you may email it in advance to Beth Miller-Tipton at bmt@ufl.edu. Please be sure to stop by the Presentation Download area once you arrive at the conference to confirm your presentation was loaded and views normally and to familiarize yourself with the remote.

Click this link to review tips for Session Organizers, Panelists & Presenters:

<http://conference.ifas.ufl.edu/NCER2016/docs/Tips%20for%20Session%20Organizers%20&%20Presenters.pdf>