SPEAKER INSTRUCTIONS
2nd National Conference on Ecosystem Restoration (NCER)
April 23-27, 2007- Hyatt Regency Crown Center - Kansas City, MO

Speakers and moderators are expected to produce a PowerPoint presentation to accompany their speech, as a visual reference for the audience.

Submit Presentations 24-Hours in Advance
No later than **24-hours prior** to your talk, take your presentation file to the AV download station at the Conference Registration Desk in the Exhibit Hall foyer.

IMPORTANT NOTES ABOUT YOUR POWERPOINT FILE:
- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Save your file in PowerPoint XP or earlier version, not a higher version.
- **Please limit file size to 25 MB or less.** Photos for slides can be saved in a lower resolution of no more than 72 DPI. **Files that exceed the 25 MB limit will not be accepted.**
- Disable any automatic advance timer on your PowerPoint file.
- Label your CD DISK as follows: **first & last name, day of talk, time of talk, scheduled session number**
- We will accept files on jump drives. Label your jump drive with your contact information.

Presentation Time
Unless otherwise specified on the program agenda, ALL speakers are allotted 20 minutes per presentation. You should allow 2-3 minutes at the end of your talk for questions by audience members. *(The 20-minute allotment includes time for questions.)*

Session Moderators
Each session will be facilitated by a moderator who is responsible for keeping speakers on time. 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 at that time. Be sure they how to pronounce your name. It is best to sit in the front row for convenient access to the stage.

Meeting Room Set-up
All meetings will be set "theater style" with chairs only except for the first row which will have tables and chairs. Sessions will be conducted concurrently in six meeting rooms. We anticipate roughly 900-1,000 attendees so the number of people in each breakout will vary.

Laptops & Audio Visual Equipment
A laptop, wireless lavaliere microphone, computer projector and wireless remote control will be provided in each session. The laptop will be pre-loaded with your PowerPoint file and tested in advance. However, speakers are encouraged to in the morning before sessions begin, during refreshment breaks, at lunch or at the end of the day. A volunteer will be assigned to each session to operate the laptop and projection equipment.

NOTE: 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 **one day prior** to your talk. To avoid disruptions to other speakers the day of your talk, your laptop will need to be set prior to the first morning session. 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.

Permission to Share PowerPoint Files
Upon occasion, we may be asked for a copy of your PowerPoint presentation. Please indicate your approval on the Speaker Confirmation Form.

Non-Commercial Nature of Sessions
NCER provides a unique opportunity for open dialogue and creative exchange of ideas among members of the ecosystem community. With this in mind, speakers and moderators must refrain from the use of brand names or specific product endorsement in their presentations. Under no circumstances is this platform to be used as a place for direct promotion of a product, service or monetary self-interest. In keeping with NCER goals, speakers are asked to focus on sharing ideas, lessons-learned, case studies, and best practices that have industry-wide application.

PowerPoint Presentation - Slide Design Tips

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: Fonts that do not have feet on the bottom (e.g. Arial or Helvetica) are easier to read in a large room.

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.

• When saving your file, please use the name of the person who is presenting, e.g. JohnDoe.ppt.

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