

SPEAKER INSTRUCTIONS

Potential Invasive Pests Workshop • October 10-14, 2010

Coconut Grove, FL • Mayfair Hotel

Your presentation is an integral part of the program. In the event a situation should arise that would prevent you from honoring your commitment, we trust that you alert us immediately. If possible, we ask that you use diligent efforts to help us to locate a qualified substitute and thereby preventing the program from being compromised. Thank you.

PRESENTATION, EQUIPMENT, INSTRUCTIONS & PREPARATION

Knowing the audiovisual set-up will prevent difficulties with your presentation and contribute significantly to the success of the workshop. Speakers are expected to produce a PowerPoint presentation to accompany their speech, as a visual reference for the audience. Following is the equipment that will be available, instructions to ensure the actual presentation goes smoothly, and some tips.

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

- PC laptop with Microsoft PowerPoint (2007) Application
- Computer Projector
- One podium microphone
- One lapel microphone
- A Wireless Remote Control to advance and reverse your slides will be available for all presentations. The moderator will assist speakers with the microphone and an AV Operator will run the audiovisual equipment.
- *****If you plan to use the internet at any point in your presentation, contact Holly Paszko at 352-392-5930 or hpaszko@ufl.edu immediately so that the proper arrangements can be made.*****

SESSION MODERATORS

Workshop 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.

POWER POINT PRESENTATIONS

- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Use at least a 0.5-inch border with no text or graphics for all slides to avoid having information cut at edges.
- Please limit file size to **30MB** or less. Photos for slides can be compressed and saved in a lower resolution.
- Upon conclusion of your talk, the hosts and the program committee are requesting your PowerPoint presentation for educational purposes. By agreeing to share your presentation, you will be furthering the education for the Citrus 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 video in your presentation at the conference, please note:
 1. Acceptable video files are: Real Player; Media Player; QuickTime
 2. Try to limit any one video file size to 50 MB or less
 3. Save video files using your last name to ensure association and loading.
- Disable any automatic advance timer on your file.
- We will accept files on jump drives or CDs. Label your jump drive or CD with your contact information.

BRING POWERPOINT FILE ON CD OR FLASH DRIVE TO THE REGISTRATION ROOM 24-HOURS PRIOR TO YOUR PRESENTATION

- **Important:** Bring your PowerPoint presentation **24-hours prior*** to your talk to the conference registration room. Staff will ensure your presentation loads and projects correctly, and familiarize you with the wireless remote that you will be using.
- 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. If you must use your own laptop, please contact Holly Paszko immediately. [You will need to bring all cables and test your laptop **24-hours prior** to your talk to avoid disruption to sessions.]

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, note that the workshop will be using the 2007 version of Microsoft PowerPoint. Please review the following information on how presentations saved in an earlier version of PowerPoint may be affected.

Features that are lost when you open a presentation created in an earlier version of PowerPoint in PowerPoint 2007 can be found at the following link:

<http://office.microsoft.com/en-us/powerpoint/HA101676841033.aspx?pid=CH100673491033>

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, 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.
- 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. Keep in mind graphics & charts must be read from a distance.
- If you are using the color red, try to outline it in white, as red appears to bleed on the screen.
- Images inserted into PowerPoint should not be stretch to make it larger; ensure your images are not fuzzy or dark.

Questions or Assistance

Holly Paszko; Tel: 352-392-5930, Email: hpaszko@ufl.edu