# Speaker Information

Oral presentations are an integral part of the 67th Annual International Wildlife Disease Association Conference. Speakers are encouraged to produce a PowerPoint presentation to accompany their talk as a visual reference for the audience and are asked to prepare their presentation with the following information in mind. Should you have any questions about these instructions, please contact Kristin Zupancic at kzupancic@ufl.edu or 352-294-3582.

## Speaker Abstracts

Presenters are required to submit an abstract, either for consideration as an individual oral presentation or as part of an approved organized session. Abstract submission is the first step in confirming and preparing for an individual's presentation.

## Speaker Timing

Presenters each receive 15 minutes, comprised of 12 minutes of prepared comments (typically with PowerPoint slides) and 3 minutes of audience Q&A and open group discussion, depending on the length of your talk.

Keynote, plenary and other special session speakers will receive individual instructions if necessary.

## Speaker Registration

All presenters must register for the conference and pay the applicable fee before **May 7, 2018** in order to CONFIRM their participation as a presenter, secure a space in the program, and have their abstract published in the conference Book of Abstracts. If your talk will be given by a colleague, please inform Kristin Zupancic immediately so that your presentation may be confirmed.

## Speaker Cancellation

In the event you are unable to speak at the conference, please tell us immediately. We ask that you use diligent efforts to help locate a qualified substitute to prevent the program from being compromised.

## Speaker Presentation File Submissions – <span style="color:red">Due the Day Prior to Your Talk</span>

- **IMPORTANT**: Submit your PowerPoint presentation at the AV Download Station in the registration area no later than **the day prior** to your talk. Staff will ensure your presentation loads and projects correctly and familiarize you with the equipment.
- Your presentation will be set-up **in advance** to facilitate a smooth transition between speakers.
- We will accept presentation files on flash drives or via email:
    - Label your flash drive with your name if dropping off onsite at the registration desk -OR-
    - Email your presentation to Jessica Bailey at j.bailey@ufl.edu
    - **Note:** Even if submitting your presentation via email, ALL presenters must still check-in at the AV Download Station at the conference prior to their talk to confirm that their presentation is functioning properly.

**Audiovisual Equipment Available**

- Presentation PC laptop with Microsoft PowerPoint application
  - We encourage you to use the presentation laptop offered by the conference. If you must use your own laptop, you will need to test it at least **one day prior** to your talk, and your laptop will need to be set in the meeting room prior to your session beginning. Bring your power cord, computer cable, and an adapter if using a Mac.
- Computer projector and screen. We recommend you set your presentation to 16:9 format. If you use 4:3, black bars will appear around the projected image on the screen
- Podium and lapel microphones
- Confidence monitor
- Wireless presentation remote control

**Tips for Developing Your 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.** Photos for slides can be compressed and saved in a lower resolution.
- Disable any automatic advance timer on your file.
- **[Click here](#) for more important tips!**

**Session Moderators**

Each session will be facilitated by a moderator who is responsible for keeping speakers on time. Plan to arrive to your session at least 5 minutes prior to the published start time to introduce yourself to the moderator. They will review the speaker timing method with you. Be sure they know how to pronounce your name for introduction. It is best to sit in the front row for convenient access to the stage/podium.