Details for Speakers in Pre-Approved Sessions
December 9-12, 2024 | Austin, TX
conference.ifas.ufl.edu/ACES

As a session organizer, you are the hub of communication between ACES organizers and your speakers. We are relying on you to keep them informed, and to ensure they register to confirm. Please reach out to your speakers right away and let them know your session was approved.

Communicate these details to your speaker no later than <u>Friday, May 31, 2024</u>. *(Group call, Zoom, or by email).*

1. Speakers and organizers/moderators must register by **September 13, 2024** to confirm a spot in the program. Online registration opens **July 1, 2024**. Registration information is posted here.

2. Pre-approved speakers should request authorization from their employer now to register and travel to ACES.

3. <u>Communicate basic information about the session to your speakers</u>:

    a. Make sure your speakers know the format and overarching theme of your session.

    b. Sessions are 105-minutes long and consist of a 5-minute introduction period followed by five consecutive talks.

    c. Speakers are allotted 20-minutes (15 minutes for their talk plus 5 minutes for Q&A).

    d. PowerPoint files are limited to 25 mb and must be turned in 24-hours prior to their talk.

    e. Internet is not available for any presentations.

    f. All presentations will be live and in-person. This will not be a hybrid conference.

    g. Sessions are <u>not</u> being recorded.

4. Abstracts must be uploaded online via the ACES web site by **July 12, 2024**. *Emailed files will not be accepted.*

    a. There is a $25.00 fee per abstract submitted *(This fee cannot be waived or refunded.)*

    b. When asked on the form if their abstract is being submitted for a pre-approved session, speakers should answer YES, and select your session ID. This step is <u>essential</u> for tracking abstracts by session.

    c. Speakers should cc you on the submission, so you can ensure they submit their abstract by the deadline.

    d. Sessions are <u>not</u> being recorded. Abstracts will be published as an electronic PDF.

5. Presenter notifications and the detailed session schedule will be emailed to all presenters by **August 14, 2024**.

    NOTE: If they do not receive this presenter notification, contact Beth Miller-Tipton, right away at bmt@ufl.edu

6. All critical deadlines are posted at this link: https://conference.ifas.ufl.edu/aces/key-dates-deadlines.php

7. All presenters should join the ACES email list, so they receive announcements and updates. CLICK HERE TO JOIN

QUESTIONS? Contact: Ms. Beth Miller-Tipton (bmt@ufl.edu) | conference.ifas.ufl.edu/aces