



Speaker Instructions

12th International Symposium on Biogeochemistry of Wetlands

April 23-26, 2018 | Marriott Fort Lauderdale & Coral Springs
11775 Heron Bay Blvd., Coral Springs, FL 33076 | PH: 954-753-5598

We are excited you will be giving a talk at the symposium and we look forward to your participation. Here are some important details to note regarding your presentation.

Session Format

Each session is 90-minutes long and entails a 5-minute introduction, followed by five 15-minute talks ending with a 10-minute facilitated Q&A discussion period. Speakers are to pull their chairs to the front of the room and face the audience. A hand-held mic is available in larger rooms to answer questions.

Speaker Timing

Concurrent session speakers each have 15-minutes, including time for their introduction. **Moderators will enforce the 15-minute limit. Prepare accordingly.** Q&A is conducted as a group at the end of the session as described under Session Format.

Speaker Registration

To confirm participation as a presenter and have an abstract published, presenters must register for the conference and pay the applicable fee **by February 14, 2018.** [http://conference.ifas.ufl.edu/biogeo2018/reg_info.html]

Speaker Changes

In the event you need to cancel or if your talk will be given by a colleague, please email Beth Miller-Tipton at bmt@ufl.edu and provide her with the new speaker's name and contact information so she can update the program agenda and abstract file.

Equipment Available – A technician assists with equipment operation during the session

- PC laptop with Microsoft PowerPoint (2016) Application
- Computer Projector and 16:9 widescreen format
- One podium microphone & one wireless lapel microphone
- A Wireless Remote Control to advance and reverse slides.
- **Internet will not be available for presentations.**

PowerPoint Presentation Instructions

- 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.
- If there are videos in your presentation, save the video and PowerPoint files in one folder
- We will accept files on jump drives or CDs. Please label them with your name and cell phone number.
- **IMPORTANT:** Bring your PowerPoint file to the AV Download Station at registration no later than **24-hours prior** to your talk. Staff will load your file to the laptop. **Tuesday Speakers:** Please bring your file to us when you register on Monday or first thing Tuesday morning before the Opening Plenary, or email it to **Ms. Tessa Gray:** tgray@gopearsontechnology.com
- We encourage you to use the laptop offered by the conference. Should you decide to use your own laptop, you will need to test it **24-hours prior** to your talk, and it must be set prior to the session beginning. 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.

IMPORTANT NOTE: Because of the large number of comments we receive on evaluation forms about how difficult it is to view speaker slides, we urge you to review these Tips on Preparing PowerPoint Presentations.

http://conference.ifas.ufl.edu/docs/Tips_on_Preparing_PowerPoint_Presentations.pdf

Questions? Contact Beth Miller-Tipton, BioGeo 2018 Conference Coordinator, at bmt@ufl.edu.

www.conference.ifas.ufl.edu/BioGeo2018