Session Presenter Instructions

12th International Symposium on Biogeochemistry of Wetlands

April 23-26, 2018 | Coral Springs, FL

www.conference.ifas.ufl.edu/Biogeo2018

As a session organizer, you serve as the hub of the communication wheel. To that end, it is important to communicate the following information to your speakers about key deadlines and session details. This avoids the "I didn't know that" scenario and helps keep everyone on the same page. If at all possible, it's best to hold a conference call and review this with everyone at the same time.

Here is a list of things to communicate to your session presenters by Friday, October 6, 2017.

1. **Remind them of the overall theme** of the session so they are clear about the focus of their talk.

2. **Discuss key points** to be covered by each presenter to avoid redundancy. Encourage them to share lessons learned that can be beneficial to others.

3. **Agree on a presentation order** that promotes a logical, thematic flow of information.

4. **Remind speakers they are limited to giving one talk.** If they are contacted by another organizer, individuals may choose to participate in only one session. *(However, speakers may also give a poster presentation.)*

5. **Remind them there is a $25.00 fee per abstract submitted** *(This fee cannot be waived and is non-refundable.) If they withdraw the abstract, or cancel their registration, the abstract will not be published.*

6. Make sure your speakers know their abstract needs to reflect the core idea of their work as it relates to the session theme and their presentation. **The talk title you indicate in the agenda grid must match their abstract title.**

7. Abstracts must be submitted online by November 27. http://conference.ifas.ufl.edu/biogeo2018/call_abstracts.html

8. **Give them the preliminary number assigned to your session in the notification letter**. They are required to indicate this number when they upload their abstracts so we know their submission corresponds to your session.

9. **Communicate basic information about the session:**

   a. **All sessions are 90-minutes long** and consist of a 5-minute introduction by the moderator, followed by five consecutive 15-minute talks. **A 10-minute Q&A and Discussion Period will be held at the end of each session.**
   b. **Presentations must be in PowerPoint. Files are limited to 25 mb** and must be turned in 24-hours prior.
   c. **Internet is not available** for speaker presentations.

10. Speaker notifications announcing the date and time each talk is scheduled on the agenda will be emailed to all presenters on **Wednesday, January 10, 2018**. If a speaker doesn't hear from us by then, contact Beth Miller-Tipton at bmt@ufl.edu.

11. **Conference speakers, session organizers and moderators must register by February 14, 2018 to confirm participation in the program.** (We anticipate registration will be approximately $450-for government, non-profit and industry representatives, and $250 for students and retirees. **There will be no one-day registration fees.**)

QUESTIONS? Contact:

Dr. Todd Osborne (osbornet@ufl.edu) – or – **Ms. Beth Miller-Tipton** (bmt@ufl.edu)