

## 13<sup>th</sup> International Symposium on Biogeochemistry of Wetlands

### New Dates!

March 22-25, 2021  
Baton Rouge, Louisiana, USA

"Wetlands in a Changing Climate"



# Speaker Instructions

VIRTUAL CONFERENCE: March 22-25, 2021

We are excited you will be giving a talk at the symposium. Please carefully follow all instructions below.

### Requirements for Participation:

- All presenters must [register and pay](#) by **January 21** to confirm participation.
- Block all scheduled symposium activities on your calendar – here is the [agenda-at-a-glance](#).
- Mark your calendar to participate in a Dry Run with moderators and speakers on **Tuesday, March 9 from 3PM-5PM Eastern**. This will prepare you for what to expect during the session and help us identify potential technical glitches in advance.

### Presentation Development:

- Talks are limited to 15 minutes – 12 minutes to present and three minutes to answer questions. Practice delivery and have your talk well-timed to avoid an abrupt ending. Once a speaker exceeds the time limit, the technician will mute their microphone.
- You may use either PowerPoint widescreen format (16:9 ratio) or standard format (4:3 ratio). Both formats are acceptable.
- To stay within the allotted time, we suggest using no more than 12 slides plus a title slide (averaging one minute per slide for a 12-minute talk). The title slide should include your talk title, name, contact information and list of co-authors and affiliations.
- PowerPoint files may not exceed 25 Mb. If necessary, you may need to resize photos or graphics to reduce your file size.
- To maximize bandwidth available for sessions, please do not incorporate videos or animations into your presentation.
- As you develop your presentation, also keep in mind those with weak internet signals may be viewing your presentation in a lower resolution setting. Ideally, use a larger font size and minimize fine print for optimal visibility.
- Speakers are responsible for infringement penalties if they use copyrighted material without permission.
- Plan to arrive in the Zoom session one hour prior to start time the day of your talk to test and finalize settings.
- All presentations will be recorded and posted on the password protected virtual website for one year following the symposium.

### PowerPoint File Submission:

- Name your file with the session number, time of talk in [military time](#), last name and first name separated by hyphens. **Example file name for a 2:20pm talk in Session 2 by John Smith: 2-1420-Smith-John.mp4**
- Upload your final PowerPoint file to the presentation upload site linked below by **Friday, March 12**.  
*If we do not receive your PowerPoint by the deadline, your talk may not be available during the session.*
- If your organization or co-authors have an approval process, obtain permissions well in advance of this deadline.
- If you have a poor internet signal, you may record your talk in Zoom or PowerPoint instead of presenting live and upload an MP4 file to the site linked below. If you submit a recording, you must be present during the session to answer questions.

Here are some helpful how-to videos and documents if you have not recorded a talk before:

- How to record using PowerPoint: <https://www.youtube.com/watch?v=D8JV3w4TOVw>
- How to record using Zoom: <https://www.youtube.com/watch?v=CR199W7HdC0>
- Record in Zoom: <https://conference.ifas.ufl.edu/biogeo2021/documents/How-to-Record-a-Talk-with-PPT-in-Zoom.pdf>

### Advance Preparations:

- Review the [Zoom Pre-Meeting Checklist](#) and download the Zoom application to verify it works on your PC.
- Make sure your Zoom account allows you to participate for up to three hours in duration.
- Make sure your Zoom account is always updated with the latest version, so you can self-select breakouts during sessions

**Upload Site for Presentations:** <https://www.ettlive.com/biogeo> (Enter password [BioGeo2021](#). The password is case sensitive.)

Questions? Contact Beth Miller-Tipton at [bmt@ufl.edu](mailto:bmt@ufl.edu)