SYMPOSIUM ON FLOODING ADAPTATION
Spotlighting Solutions for Florida

OCTOBER 28-31, 2024 | KISSIMMEE, FL

Speaker Instructions

Registration Deadline: August 16, 2024

Registration is Required: To confirm participation as a speaker and have an abstract published, presenters must register and pay the applicable fee by **August 16, 2024**. https://conference.ifas.ufl.edu/flooding/registration-information.php

Speakers are asked to prepare their presentation with the following information in mind.

POWERPOINT PREPARATION INSTRUCTIONS:
o   Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
o   Photos for slides should be compressed and saved in a lower resolution. Limit file size to **30 MB** and less.
o   Disable any automatic advance timer on your file. This is critical.
o   If your presentation contains video or audio files, save all files along with the PPT file into one folder.
o   Your talk title needs to match your abstract title which should also match your presentation listing in the detailed agenda.
o   Please help us out by naming your PPT file with the session number, then your last and first name. **[EX: 12-Smith-John.ppt.]**
o   We often get complaints about slide visibility, so design matters. Please review these helpful tips for creating presentations. Do not use a gray or gradient background. **Stand 14' from your monitor to see how your slides will appear to the audience.**
o   **If your talk involves multiple presenters,** combine all speaker slides into a single PowerPoint file. The primary speaker is responsible for submitting the final file at least 24 hours before the presentation. *See FILE SUBMISSION instructions below.*

PowerPoint Preparation Best Practices:
*   Create an initial slide that summarizes the content
*   Do not put text on the bottom ¼ of the screen
*   Embed graphs or figures as independent objects, not linked
*   Items should be bulleted, not in full sentences
*   Use bar charts and graphs instead of tables
*   Disable any automatic advance timer on your file

SESSION & TALK DURATION:
➢   Sessions are 90-minutes long with three, 20-minute talks. After the last speaker concludes, speakers will return to the stage for a 30-minute discussion period and Q&A with the audience.
➢   A session chair/moderator will contact you in the coming weeks to discuss details of your presentation and review the format for the discussion period to be conducted at the end of the session.
➢   All presentations must be in person. *There are no remote presentation options.*

EQUIPMENT AVAILABLE TO SPEAKERS:
*   **16:9 Widescreen** [NOTE: You may still use 4:3 format. Black bars will appear left and right of the image in the blank space.]
*   PC laptop with Office 2016 | PowerPoint 2016 application.
*   A remote control with a built-in pointer.
*   Sorry. Internet is *not* available for presentations.
*   Speakers are to use the microphone at the podium. A wireless lapel mic will also be available. For discussion sessions, tabletop mics will be available for speakers seated at panel tables on a riser.
*   If you permit, your slides will be made available as a PDF on the web site post conference. *Presentations will not be recorded.*

FILE SUBMISSION: Bring your PowerPoint file on a thumb drive to the AV Download Station next to registration no later than 24-hours prior to your talk. If you can't arrive in time to do so, email the file to Danielle Marden at dmarden@ufl.edu.

SESSION CHAIRS/MODERATORS: A session chair/moderator will introduce speakers and keep them on time. Please arrive in the room 5-7 minutes before the session begins and introduce yourself so they know you are there. They will review the timing method with you and verify how to pronounce your name. Please sit in the front row for quick access to the podium.

NON-COMMERCIAL NATURE OF SESSIONS: This conference provides a unique opportunity for open dialogue and creative exchange. Speakers and moderators must refrain from using brand names or endorsing specific products in their presentations.

Questions? Email: mailto:bmt@ufl.edu | Web Site: https://conference.ifas.ufl.edu/flooding/