

SPEAKER INSTRUCTIONS

Conference and Workshop on the Florida Keys Marine Ecosystem
October 19-22, 2010 Duck Key Florida – Hawks Cay

To confirm you will attend and give a talk on the abstract you submitted, REGISTER ONLINE by August 27th before the FEE INCREASES.

Your presentation is an integral part of the program. In the event a situation should arise that would prevent you from honoring your commitment, we trust you will alert us immediately. If possible, we ask that you make diligent efforts to locate a qualified substitute to prevent the program from being compromised. Thank you.

Here are a few details to note regarding your participation as a presenter at the conference:

- 1) All presenters (poster and oral) must register for the conference and pay the fee TO CONFIRM THEIR PARTICIPATION AS A PRESENTER. Online registration is now open on the web site at: www.conference.ifas.ufl.edu/floridakeys. The registration fee includes three evening networking, functions, early morning refreshments, daily breaks, and three lunches. Attendees will be on their own for all other meals.
- 2) Speakers PowerPoint files (2007 Application) are limited to 25 mb.

HELPFUL HINTS FOR DEVELOPING PRESENTATIONS

Here is a link to a publication titled “*The Craft of Scientific Presentations: Critical Steps to Succeed and Critical Errors to Avoid*” by Michael Alley of Penn State. [writing.engr.psu.edu/csp.html] Even the most seasoned scientist will appreciate this online publication and find helpful tips on improving the effectiveness of poster and slide presentation design. Just click on the large arrow at the bottom of the page once you’re connected to their site.

PRESENTATION, EQUIPMENT, INSTRUCTIONS & PREPARATION

Knowing the audiovisual set-up will prevent difficulties with your presentation and contribute significantly to the success of the conference. Speakers are expected to produce a PowerPoint presentation to accompany their speech, as a visual reference for the audience. Following is the equipment that will be available, instructions to ensure the actual presentation goes smoothly, and some tips.

EQUIPMENT AVAILABLE – A VOLUNTEER WILL BE ASSIGNED TO ASSIST WITH EQUIPMENT OPERATION DURING THE SESSION

- PC laptop with Microsoft PowerPoint (2007) Application
- Computer Projector
- One podium and a fixed podium microphone
- One wireless lapel microphone
- A Wireless Remote Control with built in laser pointer slides will be available for all presenters to advance and reverse their slides during their presentation. The moderator will assist speakers with connecting to the wireless microphone and an AV Operator will run the audiovisual equipment.
- When you turn in your presentation file at the AV Download Station, you will have a chance to familiarize yourself with the remote control.
- *****Internet access is not available for speaker presentations.*****

POWERPOINT PRESENTATIONS

- 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.
- Turn sound OFF in your presentation slides.
- When saving your file, use the name of the person who is presenting, e.g. JohnDoe.ppt.
- We will accept files on jump drives or CDs. Label your jump drive with your contact information.
- Label your CD: **first & last name, day & time of talk [having this info handy speeds up downloading of your file]**

BRING PRESENTATIONS ON DISK/USB TO THE CONFERENCE REGISTRATION 24-HOURS PRIOR TO YOUR TALK

- **IMPORTANT:** Bring your PowerPoint (2007) Application file to the AV DOWNLOAD STATION in the conference registration area no later than **24-hours prior to your talk**. Staff will ensure your presentation loads and projects correctly, and familiarize you with the equipment.
- Your presentation will be set-up **in advance** to facilitate a smooth transition from one speaker to the next.
- We encourage you to use the laptop offered by the conference. Should you decide to use your own laptop, you will need to test your laptop **24-hours prior** to your talk. To avoid disruptions to other speakers the day of your talk, your laptop will need to be set prior to your session beginning. Do not forget to bring your power cord, computer cable and, if using a Macintosh, 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.

COLOR SHIFTS

Due to different resolutions of laptops and projectors, color shifting can and will occur. Please be aware when creating the presentation that the colors may change somewhat when projected. Also, please note that this conference will be using the 2007 version of Microsoft PowerPoint. Please review the following information on how presentations saved in an earlier version of PowerPoint may be affected.

Click here to view features that may be lost when you open an earlier version of a PowerPoint presentation in PowerPoint 2007. <http://office.microsoft.com/en-us/powerpoint/HA101676841033.aspx?pid=CH100673491033>

SESSION MODERATORS

Each session will be facilitated by a moderator who is responsible for keeping speakers on time. Plan to arrive at the session 10 minutes prior to the published start time and introduce yourself to the moderator. They will review the speaker timing method with you. Be sure they know how to pronounce your name. It is best to sit in the front row for convenient access to the stage.

TIPS FOR DEVELOPING YOUR POWERPOINT PRESENTATION

- To ensure your presentation is easily visible from any seat in the room, please use the following minimum font sizes:
Title: Bold Typeface minimum 40 pt size
Subtitles: Bold Typeface minimum 32 or 36 pt size
Text and Figures: Bold Typeface minimum 24 or 28 pt size

Note: San- Serif fonts e.g. Arial or Verdana are easier to read in a large room

- The 6x6 readability rule: *no more than six words per line and six lines per "page"* (i.e., Arial font size 40).
- Use upper and lower case letters rather than block: ALL CAPS CAN BE DIFFICULT TO READ.
- Lines that are used for emphasis should be bolder than background lines or borders.
- Use contrasting text and background colors (white or yellow text on blue or black background).
- Avoid using the color **red** as it tends to bleed into the background and is generally difficult to read.
- Paragraphs should be clearly separated using a blank line. Lists should be organized using figures, dashes or bullet points. Please keep in mind that graphics and charts must be read from a considerable distance.
- To ensure a safety zone for over-projection, leave a ¼-inch border, with no text or graphics, around your slide. Otherwise, logos close to the border of your slide may be cut off.
- For a quick readability check: Stand back ten feet from your 14" monitor. If you cannot read the text clearly, your point size is too small for projection.

NOTE: To confirm their participation, all presenters (speakers and poster presenters) MUST register and pay the applicable fee to attend the conference no later than May 14th.

Register online via the conference web site at:
<http://conference.ifas.ufl.edu/floridakeys>