

SPEAKER INSTRUCTIONS

36th Florida Master Gardener Volunteer Continued Training Conference | October 20-23, 2019

Kissimmee, FL | Embassy Suites Orlando, Lake Buena Vista South | www.conference.ifas.ufl.edu/gardener

Your presentation is an integral part of the program. Should you need to cancel your presentation or notify us of someone speaking on your behalf, please email Kristin Zupancic immediately at kzupancic@ufl.edu.

Presentation Summary Submissions – Due Friday, August 30th

Presentation summaries should be prepared in Microsoft Word and formatted as follows for inclusion in the printed program:

- No longer than **ONE PAGE** in length
- 1" margins on top, bottom, and sides; Calibri font, size 11 point
- Concise title in standard title text format (upper and lowercase lettering)
- Presenter(s) listed after title; include position title, professional affiliation, city, state, and county for each presenter
- Apply bolding, italics, underlining, superscripts, and subscripts **exactly as they should appear in the final printed program book**
- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs
- Avoid the use of shading in graphs; if possible, use crosshatch marks or dots

Presenter Registration

Your presentation summary will be uploaded on the conference registration form. Presenters must register to confirm participation.

The registration and presentation summary submission deadline are both Friday, August 30th. To register, [click here](#).

Session Format

Each session is 60 minutes long and includes a 2-5 minute introduction by the moderator, who is responsible for keeping speakers on time. Plan to arrive at the session 5 minutes prior to the published start time and introduce yourself to the moderator. They will review the speaker timing method with you and assist in operating presentation equipment. Be sure they know how to pronounce your name for introduction. It is best to sit in the front row for convenient access to the stage/podium.

Presentation Equipment Available

- PC laptop with 2017 Microsoft PowerPoint Application
 - You are encouraged to use the presentation laptop offered by the conference. If you **need** to use your own laptop, you must let us know in advance and test your laptop **one day prior** to your talk. Your laptop will need to be set in the meeting room prior to your session. Bring your power cord, computer cable and, if using a Mac, an adapter.
- One computer projector and 16:9 screen (if you use 4:3 PowerPoint format, black bars will appear around the projected image on the screen – we recommend converting to 16:9 format prior to the conference)
- One podium microphone
- A wireless presentation remote control to advance and reverse slides
- **Note: Internet will not be provided in the presentation rooms**

PowerPoint Presentation Instructions

- Please [click here](#) to review top tips for preparing a PowerPoint presentation
- Use contrasting text and background colors (white or yellow text on blue or black background)
- Embed graphs or figures into the presentation as independent objects; do not dynamically link from other programs
- Attempt to limit file size to **25 MB** or less (photos for slides can be compressed and saved in a lower resolution)
- Disable any automatic advance timers in 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 videos and PowerPoint file in one folder. Note: Internet will not be provided
- **IMPORTANT:** Submit your PowerPoint presentation file at least **one day prior** to your talk in one of the following ways:
 - At the conference Registration desk onsite –OR–
 - Via email to Jessica Bailey at j.bailey@ufl.edu

Questions? Contact Conference Coordinator, Kristin Zupancic at kzupancic@ufl.edu or 352-294-3582