As a dedicated session organizer, you serve as the hub of the communication wheel. To that end, one of your responsibilities is to conduct a conference call **no later than October 31ˢᵗ** to brief 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.

Here is a list of what to review with your session presenters on the call.

1. **Remind them of the overall theme** of your session so they understand the purpose and objective of the session.

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

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. **Let them know there is a $25.00 fee per abstract submitted** *(This fee cannot be waived.)*

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. **Their abstract title is the talk title you will indicate in the agenda grid.**

7. Abstracts must be submitted online by December 5.

8. **Give them the preliminary number assigned to your session in the notification letter**. They have 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 100-minutes long** and consist of a 10-minute introduction by the moderator, followed by five consecutive talks and ending with a 15-minute Q&A discussion period.

    b. **Each speaker gets a full 15 minutes for their presentation.** Q&A will be conducted with speakers at the end of the session. Speakers are to pull their chairs to the front of the room and face the audience. They'll be given a hand-held mic to answer questions while the moderator facilitates Q&A.

    c. **PowerPoint files are limited to 25 mb** and must be turned in 24-hours prior to their talk.

    d. **Internet is not available** for speaker presentations.

10. **Conference speakers, session organizers and moderators must register by March 1st, 2017 to confirm participation in the program.** The early fee for government attendees is $350, and $450 for commercial/industry attendees. *After March 1ˢᵗ, all fees increase by $75.*

11. There are no one-day registration fees being offered.

12. The confirmed agenda with the date and time each session is scheduled will be emailed to all presenters on **Monday, February 6, 2017**. If a speaker doesn't hear from us, contact Beth Miller-Tipton at bmt@ufl.edu.

Speaker Tips: We often get complaints that speaker slides are crowded with data making them nearly impossible to read. So, we compiled some tips from a few professionals as a resource for conference speakers. Please share this link with your speakers and encourage them to check out these helpful tips before developing their presentation.

QUESTIONS? Contact:
Dr. Nicholas G. Aumen (naumen@usgs.gov) – or – Ms. Beth Miller-Tipton (bmt@ufl.edu)

www.conference.ifas.ufl.edu/GEER2017