



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

**Registration is Required:** To confirm participation as a speaker and have an abstract published, presenters must register and pay the applicable fee by **March 1, 2019**. [\[https://conference.ifas.ufl.edu/geer2019/registration-information.html\]](https://conference.ifas.ufl.edu/geer2019/registration-information.html)

### EQUIPMENT AVAILABLE TO SPEAKERS

- PC laptop with Office 2016 | PowerPoint 2016 application. *(The presentation laptop will be stationed at the tech station since the audio of each speaker's presentation is being recorded. Therefore, you will NOT be able to use Presenter View.)*
- 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.](#)]
- One lapel microphone *(All speakers are asked to wear the mic for the recording to be clear.)*
- A Wireless Remote Control with a built-in laser pointer to advance and reverse slides. Should you have questions, technicians will be available to assist with equipment operation.
- Sorry. Internet is not available.

### POWERPOINT PREPARATION INSTRUCTIONS

- 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. This is critical.
- If your presentation contains video or audio files, save all files along with the PPT file into one folder.
- When saving/naming your file, indicate your last name, first name and session number. [Smith\_John\_Session12.ppt.]
- We recommend you do not use a gray or gradient background, making content difficult to read. Stand 14' away from your monitor to give you an idea of how easy it is to for the audience to view your slides.

**FILE SUBMISSION:** Speakers must submit their PowerPoint file no later than 24-hours prior to their talk. Bring the file on a jump drive to the AV Download Station at conference registration outside the exhibit hall. If you will not arrive in time to do so or if you are speaking on the first day (Tuesday, April 23), please email the file to in advance to Ms. Tessa Gray: [tgray@gopearsontechnology.com](mailto:tgray@gopearsontechnology.com) **no later than 2:00pm on Monday, April 22.**

**PRESENTATION LAPTOP:** We encourage you to use the laptop provided by the conference. If you absolutely must use your own, you'll need to test it **24-hours prior** to your talk. To avoid disruption to other speakers, your laptop needs to be set prior to the session start time. Be sure to bring your power cord, a computer cable and, if using a Macintosh, an adapter. Label your laptop with your contact information and touch base with the staff at the AV Download Station when you arrive at the conference and as well as with the AV technician in the meeting room before the session begins.

**SESSION MODERATORS:** A moderator will introduce speakers and keep them on time. Please arrive in the meeting room 5-7 minutes before the session begins and introduce yourself to the moderator stationed in the front row so they can review the timing method with you. Make sure they know how to pronounce your name, and please sit near the podium for quick access.

**PRESENTATION TIME:** Each session is 90-minutes long and entails a 5-minute introduction, five 15-minute talks forming a cohesive theme and a 10-minute facilitated Q&A discussion at the end. NOTE: Talk titles may be abbreviated in the program agenda due to spacing constraints. **We have five sessions running concurrently, and all speakers must start and stop at the published time so attendees can rely on the printed schedule.** Please adhere to the presentation time limit.

### NON-COMMERCIAL NATURE OF SESSIONS

GEER 2019 provides a unique opportunity for open dialogue and creative exchange of ideas among attendees. With this in mind, speakers and moderators must refrain from the use of brand names or specific product endorsement in their presentations. Under no circumstances is this platform to be used as a place for direct promotion of a product, service or monetary self-interest. Please focus on sharing ideas, lessons-learned, case studies, and best practices.

[CLICK HERE](#) to view some helpful tips on creating PowerPoint presentations.