GEER 2021
Greater Everglades Ecosystem Restoration
Adapting Science and Management to a Changing World

LIGHTNING TALK
Speaker Instructions

LIVE VIRTUAL CONFERENCE ON ZOOM: Week 1: April 19-22 & Week 2: April 26-29, 2021

We are excited you will be giving a lightning talk at GEER. Please carefully review and follow all instructions below.

Lightning Session Format: These sessions feature eight, five-minute talks, with a 10-minute discussion period at the end.

Requirements for Participation:
➢ Block all scheduled conference sessions and activities on your calendar – here is the agenda-at-a-glance.
➢ The day of your talk log into the Zoom session 50-minutes prior to start time so we can test and finalize settings.

Presentation Development:
o You may use PowerPoint widescreen format (16:9 ratio) or standard format (4:3 ratio). Both formats are acceptable.
o **The limit is five slides plus a title slide.** *Additional slides beyond the limit will be deleted from the end of the talk.*
o The final slide should summarize results in lay language and highlight their relevance to restoration and natural resource management policy and decision-making.
o You are expected to present one topic highlighting novel approaches or new projects in various stages of development. An impactful presentation requires meticulous planning. Check out these helpful tips to develop your talk.
o You only have five minutes to present (including your introduction) before your mic is muted and the next talk begins.
o Watch this example of a three-minute TED-Talk. *See how informative and impactful a lightning-fast talk can be?*

NOTE: Speakers are responsible for infringement penalties if they use copywritten material without permission.

PowerPoint File Submission:
o Name your file with the session number, time of talk in military time, last name and first name separated by hyphens. **Example file name for a 2:20pm talk in Session 2 by John Smith:** **2-1420-Smith-John.ppt**
o Upload your final PowerPoint file to the presentation upload site linked below by the applicable deadline

FILE SUBMISSION DEADLINES: All FINAL FILES must be uploaded by these NEW deadlines:
- WEEK 1 Presenters: *Files due by midnight on Monday, April 12.*
- WEEK 2 Presenters: *Files due by midnight on Monday, April 19.*
  If we do not receive your presentation file by the deadline, it may not be available during the session.

o If your organization or co-authors have an approval process, be sure to obtain permissions well in advance of this deadline.
o RECORDING YOUR TALK: If you have concerns about exceeding the time limit or if you have a weak internet signal, we encourage you to record your talk in Zoom or PowerPoint and upload an MP4 file. You must still be present at the session for Q&A.

Please review these "How To" Instructions if you have not recorded a presentation before:
How-to-Record-a-Presentation-in-Zoom - AND - How to record using PowerPoint

Advance Preparation:
o Review the Zoom Pre-Meeting Checklist and download the Zoom application and verify it works on your PC.
o Make sure your Zoom account is always up to date with the latest version.
o Run or disable automatic software updates. If you do not have administrative permission to do so, contact your IT department in advance to ensure your computer does not shut down or run updates while you are presenting.

Presentation Upload Form: https://www.ettlive.com/geer | Enter this password: GEER2021 *(case sensitive).*
NOTE: You will be asked to indicate the session number for your presentation. It can be found on the detailed agenda.

Review this document: **https://conference.ifas.ufl.edu/geer/docs/2021/GEER-2021-Lightning-Speaker-VIRTUAL-Instructions.pdf**

Questions? Contact Beth Miller-Tipton at bmt@ufl.edu – OR– Nick Aumen at naumen@usgs.gov