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

Speaker Requirements

Communicate these details to your speakers by Friday, October 16

As a session organizer, you are the hub of communications with your presenters. You should have already notified them about all conditions of participating before submitting your proposal, but please also remind them of these speaker requirements by <u>October 16, 2020.</u> The Call for Abstracts will be released the following week.

Here is a list of what must be communicated to speakers. To speak in a session, everyone must adhere to the following requirements or they will not be able to participate.

1. GEER will be conducted on the Zoom platform.

2. Sessions will be recorded and published on the GEER web site. By virtue of presenting, all speakers agree to be recorded and have their presentation shared publicly. This is mandatory to participate.

3. Speakers should block their calendars for all possible dates. The agenda will be announced on February 9, 2021.

4. There is a limit of <u>one</u> presentation per person (a regular talk, a lightning talk, or a poster).

5. Speakers must submit an abstract <u>no later than January 6</u>. A $25 non-refundable submission fee applies.

6. Speakers must register and pay the fee by March 5 to confirm participation as a presenter.

7. Speakers must upload their FINAL presentation file to the FTP site no later than **10 calendar days prior to their talk**. Because of the additional time required to prepare for virtual sessions, we will not be accepting multiple revisions of the same file, so they need to upload the FINAL VERSION.
   *****If speakers fail to adhere to this deadline, their talk will be not be included in the agenda.*****

8. <u>Communicate which format applies to your session</u>:
   <u>Standard Format</u>: Six 15-minute talks (to be scheduled Tuesday & Thursday, April 20 & 22, AND April 27 & 29). Each speaker has 12 minutes to talk and three minutes of answer questions following their presentation.
   NOTE: An overarching goal of GEER is to provide managers with science that supports restoration and natural resource management decision-making. Speakers are encouraged to include a final slide that summarizes results in lay language and highlights their relevance to policy and management decision-making.
   <u>Lightning Format</u>: Eight 5-minute talks with a maximum of five slides (to be scheduled Wednesday, April 21 & 28)

   o Lightning presenters must use the widescreen PowerPoint template provided by the organizers. If a lightning talk is submitted with more than five slides, <u>extra slides will be automatically deleted from the end of the talk</u>. There will be a 10-minute facilitated discussion period at the end of each lightning session.

9. When uploading their abstract, they need to answer YES, they were asked to speak in a pre-approved session and then identify you as the session organizer to ensure their abstract is coded to your session. *(Ask them to include your email address in the cc: field of the online form, so you will receive a copy of their submission confirmation.)*

10. The confirmed agenda with the date and time each session is scheduled will be emailed to all presenters by <u>February 6, 2021</u>. If a speaker does not receive this notification, they need to contact the GEER coordinator, Beth Miller-Tipton, right away at <u>bmt@ufl.edu.</u>

QUESTIONS? Contact Beth Miller-Tipton (<u>bmt@ufl.edu</u>) – or – Nick Aumen (<u>naumen@usgs.gov</u>) or visit the web site at:

<u>conference.ifas.ufl.edu/GEER</u>