Information for Session Speakers

Conference Call Deadline: November 18

As a 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 November 18, 2022** to brief your speakers on key deadlines and session details.

Here is a list of what to review with your speakers during an initial session planning call.

1. Remind them of the overarching theme of your session so they understand the purpose and objective. Discuss key points to be covered by each presenter to avoid redundancy.

2. Agree on a presentation order that promotes a logical, thematic flow of information, and encourage presenters to share lessons learned that may be beneficial to multiple stakeholders in the audience. Make sure your speakers know their abstract needs to reflect the core idea of their work as it relates to the session theme.

3. Speakers must submit their abstract online via the GEER web site by **January 6, 2023**. Please help ensure they meet this deadline. **There is a $25.00 fee per abstract submitted.** *(This fee cannot be waived or refunded.)*

4. Give them your preliminary session ID as communicated in the notification letter. **IMPORTANT: When uploading their abstract, they need to indicate YES, they were asked to speak in a pre-organized session and select your session ID to ensure their abstract is coded to your session, and not another.** *(You may want to ask them to include your email in the cc: field of the form, so you receive a copy of their abstract submission confirmation.)*

5. Conference speakers, session organizers and moderators **must register by Friday, March 3, 2023** to confirm participation in the program. Confirmed registration fees will be announced when online registration opens early January 2023. For budgeting and planning purposes, estimated registration fees are posted here: https://conference.ifas.ufl.edu/geer/registration-information.php

6. Share Speaker Instructions with them in advance so there are no surprises.

7. Communicate basic information about the session:
   a. 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.
   b. PowerPoint files are limited to 25 mb and must be turned in 24-hours prior to their talk.
   c. Internet is not available for presentations.
   d. We will be using widescreen format.
   e. Sessions will be LIVESTREAMED on a password protected virtual platform.
   f. Sessions will also be recorded and made available for post-conference viewing on the virtual platform.
   g. All presentations will be delivered by in-person attendees. There are no remote presentation options and there is no interactive component with presenters via the virtual platform.

8. Remind individuals they are **limited to giving one talk**. However, speakers may also present one poster.

9. The confirmed agenda with the date and time each session is scheduled will be emailed to all presenters by **February 8, 2023**. If they do not receive this notification, email Beth Miller-Tipton, right away at bmt@ufl.edu.

10. Call their attention to and mark your calendar with all critical dates.

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

https://conference.ifas.ufl.edu/geer