



GEER 2023

Greater Everglades Ecosystem Restoration

April 17-20, 2023 | Coral Springs, FL

Data Synthesis, Integration, and Innovation

Speaker Instructions

Registration Deadline: March 3, 2023

Your presentation is integral to the program. Should something prevent you from attending, please confirm someone else to give your talk and alert us immediately. NOTE: Due to budgetary limitations, we are not livestreaming talks, however, we will be recording the audio and PowerPoints by session, for access on a password protected site by registrants after the conference.

Registration is Required: To confirm participation as a speaker and have an abstract published, presenters must register and pay the applicable fee by **March 3, 2023**. <https://conference.ifas.ufl.edu/geerworking/registration-information.php>

SESSION FORMAT & TALK DURATION: Each session is 90-minutes long and entails a 5-minute introduction, five 15-minute talks and a 10-minute facilitated Q&A discussion period at the end. **Five sessions run concurrently, so speakers must start and stop at the published time so attendees can rely on the printed schedule.** Please adhere to the time limit.

EQUIPMENT AVAILABLE TO SPEAKERS

- **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.](#)]
- PC laptop with Office 2016 | PowerPoint 2016 application. **We are using a NEW APPROACH this year.** *The laptop will be stationed at the podium. You will use the laser pointer built into PowerPoint and will be able to see Presenter View.*
- You can use the keyboard to advance slides, or if you prefer, we will also provide a Wireless Remote with a laser.
- You will have the option to use the podium mic or wear a wireless lapel microphone when presenting.
- Sorry. Internet is not available for presentations.
- Remember, by virtue of submitting an abstract, you agreed for your presentation to be recorded and posted publicly.

PRESENTATION LAPTOP: All presenters must use the laptop provided, to be recorded. If you must use your own, test it **24-hours prior** to your talk. The PC will need to have an HDMI port, a power cord, and if using a Macintosh, bring an adapter.

POWERPOINT PREPARATION INSTRUCTIONS

- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Photos for slides should be compressed and saved in a lower resolution. Limit file size to **25 MB** and less.
- 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.
- Your talk title needs to match your abstract title which should also match your presentation listing in the detailed agenda.
- Please help us out by naming your file with the session number, then your last and first name. **[EX: 12-Smith-John.ppt.]**
- We often get complaints about slide visibility, so design matters. Please review [these helpful tips](#) for creating presentations. **Do not use a gray or gradient background. Stand 14' from your monitor to see how your slides will appear to the audience.**

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 poster hall. If you will not arrive in time to do so or if you are speaking on Tuesday, April 18, email the file **24-hours prior** to Jessica Bailey at j.bailey@ufl.edu

SESSION MODERATORS: A moderator will introduce speakers and keep them on time. Please arrive at the front row of the meeting room 5-7 minutes before the session begins and introduce yourself to the moderator. They will review the timing method with you and verify how to pronounce your name. Please sit near the podium for quick access.

NON-COMMERCIAL NATURE OF SESSIONS:

GEER provides a unique opportunity for open dialogue and creative exchange. Speakers and moderators must refrain from using brand names or endorsing specific products in their presentations. GEER talks are not to be used for direct promotion of a product, service or for monetary self-interest. Focus on sharing ideas, lessons-learned, case studies, and best practices.

Questions? Email: <mailto:bmt@ufl.edu>

Web Site: <https://conference.ifas.ufl.edu/geer>