Instructions for In-Person Talks
8th International Greenhouse Gas & Animal Agriculture Conference
June 5 -10, 2022 | Orlando, Florida, USA

Speaker Registration Deadline: March 4, 2022

We are excited you will be giving an in-person talk at GGAA in Florida! Sessions are also being live-streamed and recorded for post conference viewing on the virtual platform, so please carefully review these instructions for participation.

REQUIREMENT TO PRESENT: Speakers must register and pay the fee **by March 4** to confirm participation as a presenter.

PowerPoint Preparation Instructions:

- All presentations should be created in PowerPoint 16 using WIDESCREEN 16:9 formatting.
- If using graphs or figures, embed them in slides as independent objects; do <u>not</u> dynamically link from other programs. If using video or audio files, save all files along with the PPT file <u>into one folder</u>. *(MP4, WMV & Quick Time file formats are supported.)*
- Speakers are responsible for infringement penalties if they use copywritten material without permission.
- Disable any automatic advance timer in your PowerPoint file.
- Files are limited to **75 MB** or less**.** Photos for slides may be compressed and saved in a lower resolution to reduce file size.
- When naming your file, save it with your session number, last name and first name **[EXAMPLE: 12-Smith-John.ppt.]**
- **CLICK HERE** to view helpful tips for creating impactful presentations, while ensuring visibility and clarity of information.

FILE SUBMISSION: PowerPoint files must be turned in **no later than 24-hours prior to your talk**. Bring the file on a jump drive to the AV Station next to registration. ***NOTE: Those speaking Thursday, June 9 must turn in their files by 5PM Tuesday, June 7.***

Audio Visual Equipment for In-person Talks:

The following equipment will be provided to facilitate speaker presentations.

- PC laptop with Office 2016 (PowerPoint 2016). ***A monitor will be visible from the podium so you can use Notes View.***
- 16:9 Widescreen [NOTE: You may still use 4:3 format, but black bars will appear left and right of the image in the blank space.]
- A wireless remote control with a built-in laser pointer to advance and reverse slides.
- A lapel microphone to record the audio of your presentation. *(A volunteer will assist with putting this on before you speak.)*

In-person Speaker Presentation & Recording:

- Sessions will be livestreamed and recorded for publication on the GGAA virtual platform for post-conference viewing by remote attendees. By virtue of presenting, all speakers agree to be recorded and posted. ***This is mandatory to participate.***
- Speakers must use the laptop provided by the organizers. Speaker files will be pre-loaded and tested one day prior on laptops in the meeting room. AV Techs will staff the session to open and start presentation files. A camera operator will also be there to livestream video and sound to the virtual platform. ***A monitor will be visible from the podium so you can use Notes View.***

In-person Speaker Timing:

- Each session is 90-minutes long with five consecutive 15-minute talks (12 minutes for the talk and 3 minutes for Q&A). Arrive in the meeting room seven minutes before the session begins, let the moderator know you are there, and sit in the front row. The moderator will introduce each speaker, time presentations, and hold up a timer card as a visual cue when you have three minutes and one minute left. When time is up, the third card says STOP.
- Allow 3 minutes to answer questions after you talk. **We have two sessions running concurrently. All speakers must start and stop** at the time published in the agenda. A 10-minute discussion is scheduled at the end of each session.

Non-Commercial Nature of Sessions: GGAA provides a unique opportunity for open dialogue and creative exchange of ideas. However, speakers and moderators must refrain from the use of brand names or specific product endorsements in their presentations. Under no circumstances can presenters directly promote a product, service, or monetary self-interest.

Conflict of Information: If you have any information that might be a conflict of interest, please ensure you include acknowledgment of the organization or information in your presentation.

Questions? Email: mailto:bmt@ufl.edu | **Web Site:** http://conference.ifas.ufl.edu/GGAA