



# IFTBC

International Forage &  
Turf Breeding Conference  
*A Global Vision for Innovation*

## Speaker Instructions

March 24-27, 2019 | Lake Buena Vista, FL

Registration Deadline: December 7, 2018

Your presentation is an integral part of the program. In the event a situation should arise that would prevent you from honoring your commitment, please alert us immediately. If possible, we ask that you help us locate a qualified substitute to prevent the program from being compromised. Thank you.

### EQUIPMENT AVAILABLE TO SPEAKERS

- PC laptop with Office 2016 | PowerPoint 2016 application. *(The presentation laptop will be placed at the Tech Station (not at the podium) so **Presenter View will not be available. You will need to bring a printed copy of your slides with notes.***
- 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.](#)]
- One lapel microphone *(All speakers are asked to wear the mic so the audience can easily hear the presentation.)*
- A Wireless Remote Control with a built-in laser pointer to advance and reverse slides. Should you have questions, technicians will be available to assist with equipment operation.

### POWERPOINT PREPARATION INSTRUCTIONS

- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Limit file size to **25 MB** and less. Photos for slides can be compressed and saved in a lower resolution.
- **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.
- When saving/naming your file, indicate your last name, first name and session number. [Smith\_John\_Session12.ppt.]
- We recommend you do not use a gray or gradient background, making content difficult to read. Stand 14' away from your monitor to give you an idea of how easy it is for the audience to view your slides.

**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 exhibit hall. If you will not arrive in time to do so or if you are speaking on Monday, March 25, email the file to [mstage@ufl.edu](mailto:mstage@ufl.edu) **no later than 2:00pm on Friday, March 22.**

**PRESENTATION LAPTOP:** We encourage you to use the laptop provided by the conference. If you absolutely must use your own, you'll need to test it **24-hours prior** to your talk. To avoid disruption to other speakers, your laptop needs to be set prior to the session start time. Be sure to bring your power cord, a computer cable and, if using a Macintosh, an adapter. Label your laptop with your contact information and touch base with the staff at the AV Download Station when you arrive at the conference and as well as with the AV technician in the meeting room before the session begins.

**SESSION MODERATORS:** A moderator will introduce speakers and keep them on time. Please arrive in the meeting room no later than five minutes before the session begins and introduce yourself to the moderator seated in the front row, so they can review the timing method and make sure they know how to pronounce your name. Please sit near the podium for quick access.

### PRESENTATION TIME:

Standard Talk: Limited to 15-minutes (14 minutes for the talk plus 1 minutes for questions afterward).

Lightning Talk: Limited to 5-minutes using a maximum of 5 slides set to automatically advance at one minute per slide.

### NON-COMMERCIAL NATURE OF SESSIONS

IFTBC 2019 provides a unique opportunity for open dialogue and creative exchange of ideas among attendees. With this in mind, speakers and moderators must refrain from the use of brand names or specific product endorsement in their presentations. Under no circumstances is this platform to be used as a place for direct promotion of a product, service or monetary self-interest. Please focus on sharing ideas, lessons-learned, case studies, and best practices.

[CLICK HERE](#) to view some helpful tips on creating PowerPoint presentations.

Questions? Email: [bmt@ufl.edu](mailto:bmt@ufl.edu) | 2019 IFTBC Web Site: <http://conference.ifas.ufl.edu/iftbc2019/>