INVASION SCIENCE
RESEARCH SYMPOSIUM

MAY 6-8, 2024 | GAINESVILLE, FL

Speaker Instructions

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.

SESSION & TALK DURATION:
Presenters will give talks in a general session. Please start and stop at the time published on the detailed agenda.
- **Keynote Speakers:** 30 total minutes (25 minutes for presentation and 5 minutes for Q&A).
- **Speakers:** 15 total minutes (12 minutes for presentation and 3 minutes for Q&A).

AUDIOVISUAL EQUIPMENT AVAILABLE:
- 16:9 Widescreen *[*You may still use 4:3 format. Black bars will appear left and right of the image in the blank space.]*
- Presentation PC laptop with Microsoft PowerPoint for Office 365 (2019)
  - We encourage you to use the presentation laptop offered by the symposium. Should you decide to use your own laptop, you will need to test your laptop prior to the start of that day's symposium, and your laptop will need to be set in the meeting room prior to your session. Bring your power cord, computer cable and, if using a Mac, an adapter. Label your laptop and touch base with the moderator in your session room prior to your session.
- A wireless presentation remote control to advance and reverse slides.
- One podium and microphone.

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 **30 MB** and less.
- Disable any automatic advance timer on your file.
- If your presentation contains video or audio files, underline 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 Friday May 3rd** by email to dmarden@ufl.edu.
- We intend to test your presentation before the symposium. If you cannot turn in your presentation before 5/3, please let us know as soon as possible.
- Once onsite, we encourage speakers to confirm receipt of their presentation file at the Registration Desk.

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:
This symposium 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.

Questions? Email: hunterperez@ufl.edu or dmarden@ufl.edu | Symposium's Website: https://conference.ifas.ufl.edu/invasion