



We are excited you will be giving a talk at the symposium, and we look forward to your participation. Here are some important details to note regarding your presentation.

### **Registration:**

To confirm participation as a speaker, please register for the symposium and pay the fee **by September 9, 2022**.  
<https://conference.ifas.ufl.edu/lagoon/registration-information.php>

### **Speaker Changes:**

In the event you need to cancel or if someone else will be giving your talk, please email Beth Miller-Tipton at [bmt@ufl.edu](mailto:bmt@ufl.edu) with the new speaker's information so the agenda and abstract files can be updated.

### **Equipment Available:**

- PC laptop with Office 2016 (PowerPoint 2016). *To facilitate a smooth transition between speakers, presenters need to use the laptop provided.*
- 16:9 Widescreen [NOTE: You may still use 4:3 format, but black bars will appear left and right of the image.]
- 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.
- **Internet will not be available for presentations.**
- An audio-visual technician will operate equipment during the session.

### **Speaker Timing & Recording:**

- Each concurrent session speaker has 15-minutes, including an introduction by the moderator and questions after the talk. We urge you to allocate at least two minutes of your presentation time for questions. **Moderators will enforce the 15-minute limit. Please prepare accordingly.**
- **Two sessions run concurrently, so all speakers must start and stop at the time published in the agenda.**
- Audio and slides will be recorded for publication on the symposium web site for post-conference viewing. If you do not wish for your presentation to be published, indicate this request when uploading your file.

### **PowerPoint Presentation Instructions**

- Embed graphs or figures in slides as independent objects; do not dynamically link from other programs.
- Limit files to **25 MB** or less. Photos for slides can be compressed and saved in a lower resolution to reduce size.
- Disable any automatic advance timer on your file.
- **CLICK HERE** to view tips for creating impactful presentations, while ensuring visibility and clarity of information.

### **PowerPoint File Submission: **FILES ARE DUE no later than 5PM Wednesday, November 9.****

Because it is a one-day program and laptops are in-use while speakers are presenting, there is very little time (if any) for us to load your file once you arrive onsite, so it is critical your **FINAL FILE** be submitted by this date to all for pre-loading and testing in advance.

- **FILE NAMING:** Indicate the **session number** followed by **last name** and **first name** [EXAMPLE: 1-Smith-John.ppt.]
- Bring a copy of your file on a flash drive as a backup just in case.
- Email [bmt@ufl.edu](mailto:bmt@ufl.edu) for instructions if there are videos in your presentation.

**Click Here to upload your PowerPoint File by the Wed., Nov. 9 deadline.**

**Questions?** Contact Beth Miller-Tipton, Symposium Coordinator, at [bmt@ufl.edu](mailto:bmt@ufl.edu) | [www.conference.ifas.ufl.edu/lagoon](http://www.conference.ifas.ufl.edu/lagoon)