



Details to Communicate to Pre-Approved Session Speakers

April 13-17, 2026 | Omaha, Nebraska

conference.ifas.ufl.edu/NCER

As a session organizer, you are the hub of communication between the NCER organizers and your speakers, and you are responsible for ensuring abstracts are submitted, speakers register to confirm, and deadlines are met for success.

Please communicate this list of details to your speakers by June 30 via group call, Zoom, or email.

1. Notify your speakers this session is pre-approved, and space for their talk is being held on the agenda. To confirm participation as a speaker, **they must register by Friday, December 5, 2025**. Registration information is [posted here](#).
2. If pre-authorization is required by their employer to register, they should request approval today. **Do not to delay!**
3. Remind your speakers of the session theme so they know the objective.
 - a. Remind them their presentations should go beyond providing technical information and project updates. In keeping with the conference theme, they should emphasize the return on investment of their work/projects.
 - b. They should also emphasize the integrative, cross-system nature of their work, and/or promote the transfer of regional-based knowledge to a broad audience.
4. Communicate basic information about the session:
 - a. Sessions are 90-minutes long with a 5-minute introduction at the beginning and 10-minute discussion at the end.
 - b. Each speaker is allotted 15-minutes (12 minutes for their talk plus 3 minutes for Q&A).
 - c. PowerPoint files are limited to 25 mb and must be turned in 24-hours prior to their talk.
 - d. Talks are not being recorded. Presenters will be asked if we may share a PDF of their slides on the web site.
 - e. Internet is not available for presentations. *No exceptions.*
5. Speakers must submit an abstract via the [NCER web site](#) by **September 12, 2025**. *Emailed files will not be accepted.*

 - a. The abstract submission deadline will not be extended as we are on a tight timeline.
 - b. There is a \$35.00 fee per abstract submitted. *This fee cannot be waived or refunded.*
 - c. When asked on the submission form if their abstract is for a pre-approved session, they should answer YES and select your name/session from the drop-down menu. This step is essential for tracking abstracts by session.
 - d. Instruct them to cc you on the submission so you receive a copy of the confirmation and know it was submitted.
 - e. Abstracts will be published as a PDF on the conference web site.

6. Individuals are limited to presenting once on the program – either to give a talk or to serve on a panel, but not both. However, speakers and panelists may also present a poster.
7. A confirmed agenda with the date and time each session is scheduled will be emailed to all presenters by **October 15**. If they do not receive this presenter notification, contact Beth Miller-Tipton, right away at bmt@ufl.edu
8. All critical deadlines are posted at this link: <https://conference.ifas.ufl.edu/ncer/key-dates-deadlines.php>
9. All presenters should join the NCER email list, so they receive announcements and updates. [CLICK HERE TO JOIN](#)

QUESTIONS? Email Beth Miller-Tipton (bmt@ufl.edu)