

## **NCER 2016 ORGANIZER INSTRUCTIONS PART ONE: PRE-PLANNING:**

The responsibility of a session organizer is to make sure everyone giving a presentation works collaboratively to produce a cohesive session, with presentations that accurately reflect the published session description.

To that end, session organizers are asked to conduct a group conference call with all confirmed session presenters within 30 days of receiving notification the session was approved, to communicate the following:

1. **Review the overall session theme** of your proposal so presenters are aware of the formal session description, and understand the purpose and objective of the session.
2. **Discuss the key talking points** to be covered by each presentation to avoid redundancy. Strive to communicate lessons learned that can be beneficial to multiple stakeholders.
3. **Agree on a presentation order** that promotes a logical, thematic flow of information.
4. **Remind speakers they are limited to giving one talk**; if contacted by another organizer, individuals may only participate in one session.
5. **Let them know there is a \$25.00 fee per abstract submitted** (*this fee cannot be waived*)
6. Make sure speakers know their abstract needs to reflect the core idea of their work as it relates to the session theme and their presentation. **Their abstract title is also their talk title for the agenda.**
7. **Abstracts are due by January 8, 2016** via the NCER web site: <http://conference.ifas.ufl.edu/NCER2016>
8. **Make sure your session speakers know the preliminary number assigned to your session.**  
This number is requested when they upload their abstract to ensure the file is coded to your session.
9. **Communicate basic information about the session**
  - a. **Review the session format you plan to follow** (ie Ted-style, standard or panel discussion.)  
Format details are posted at: [http://conference.ifas.ufl.edu/NCER2016/call\\_for\\_sessions.html](http://conference.ifas.ufl.edu/NCER2016/call_for_sessions.html)
  - b. **All sessions are 90-minutes long** and consist of a 10-minute introduction by the moderator, followed by speaker presentations or panel discussion, depending on the format you selected.
  - c. **PowerPoint files are limited to 25 mb** and must be turned in 24-hours prior to their talk.
  - d. **Internet is not available** for speaker presentations.
  - e. **All conference speakers, panelists and moderators are required to pay the registration fee, and they must register by February 26, 2016 to confirm participation in the program.**  
*Unfortunately, funds are not available to waive the registration fee for anyone. Everyone pays to register, including organizers and committee chairs. There will not be a one-day registration fee. Please encourage all presenters to participate fully for the duration of the conference.*
  - f. The exact date and time each session is scheduled will be announced **Wednesday, February 3** after the program committee has finalized the program agenda.
  - g. **Tips for session organizers, panelists and presenters are available at this link:**  
<http://conference.ifas.ufl.edu/NCER2016/docs/Tips%20for%20Session%20Organizers%20&%20Presenters.pdf>

# **NCER 2016 ORGANIZER INSTRUCTIONS PART TWO: FINAL STAGES**

## **PRODUCE THE AGENDA GRID FOR YOUR SESSION**

**\*On Monday, January 11, we will email all session organizers two files . . .**

- 1) . . . **the final list of received abstracts received.** Quickly review the list and verify all of your session presenters submitted abstracts. If not – remind them to do immediately, or confirm backup presenters will participate.
  
- 2) . . . **an agenda grid template.** You will need to fill in the session title, moderator name, and confirmed speaker names and talk titles in the order you want speakers to present. **The completed AGENDA GRID is due back to us absolutely no later than Friday, January 15, 2016.** This grid is used to create the published agenda, so make sure speaker talk titles match their abstract submission, watch for typos and make sure speaker names are spelled correctly.

## **IMPORTANT REMINDERS:**

- **Make sure we have the contact information for all of your session presenters:**  
If you did not provide confirmed speaker names and email addresses in your proposal, or if you invite new speakers at a later date, be sure to send this information to Beth Miller-Tipton at [bmt@ufl.edu](mailto:bmt@ufl.edu) so she can add them to the email list to assure they receive conference updates.
  
- **Confirm a moderator to oversee the session.** If the moderator is also a speaker in the session, please schedule someone to serve as time-keeper during their presentation.
  
- **Review Moderator Responsibilities posted here:**  
[http://conference.ifas.ufl.edu/ncer2016/docs/NCER\\_MODERATOR\\_INSTRUCTIONS.pdf](http://conference.ifas.ufl.edu/ncer2016/docs/NCER_MODERATOR_INSTRUCTIONS.pdf)

## **Important Deadlines (please add these to your calendar)**

### **October 21, 2015**

Call for abstracts announced

### **January 8, 2016**

Abstracts are due

### **February 3, 2016**

Detailed agenda of scheduled sessions will be posted on the conference web site

### **February 26, 2016**

Deadline for presenters to register and confirm participation in the program

On behalf of the entire Program Committee, we look forward to your participation, and appreciate your time and commitment to helping develop the NCER 2016 program agenda.

## **QUESTIONS?**

If you have any questions, please contact Beth Miller-Tipton at [bmt@ufl.edu](mailto:bmt@ufl.edu)