NCER 2021
National Conference on Ecosystem Restoration
July 26-29 & August 2-5, 2021 | Virtual Conference

Speaker Instructions

LIVE VIRTUAL CONFERENCE ON ZOOM: Week 1: July 26-29 & Week 2: August 2-5, 2021

Requirements for Participation:

➢ Register by June 18 to confirm participation. https://conference.ifas.ufl.edu/ncer2021/registration-information.html

➢ Block your calendar to arrive in the Zoom session <u>no later than 50-minutes prior</u> to the session for final preparations.

Presentation Development:

o You may use either PowerPoint widescreen format (16:9 ratio) or standard format (4:3 ratio). Both formats are acceptable.

o **Talks are limited to 12 minutes** plus three minutes to answer questions at the end of the talk (15 minutes total).

o To stay within the allotted 12-minutes, we suggest using no more than 12 slides plus a title slide (one minute per slide). The title slide should include your talk title, name, contact information and list of co-authors and affiliations.

o When developing your talk, remember a key focus of NCER is how methods and approaches presented can be:

- *Transferred* for use in other regions or ecosystem types;
- *Utilized* in eliminating issues of uncertainty in restoration implementation;
- *Scaled* for use in smaller and/or larger restoration projects; and be
- *Communicated* in a strategic manner to a range of restoration practitioners.

o All sessions will be recorded and posted on the password protected virtual website for one year following the conference.

o Speakers are responsible for infringement penalties if they use copywritten material without permission.

o <u>All talks must be pre-recorded.</u> An MP4 video file of the talk must be uploaded in advance – *see file submission deadlines below.*

o **Files may not exceed 200 MB.** Once in your session, an AV Tech will open and start your presentation after you are introduced.

==**START HERE!** If you have not recorded a presentation before, first review these "How to Record" Instructions.==

How-to-Record-a-Presentation-in-Zoom - AND - How to record using PowerPoint

Helpful Recommendations:

1) Recording from start to finish in Zoom will give you the most natural delivery, versus a stilted slide-by-slide recording in PowerPoint.

2) If you record in PowerPoint, remember not to talk when you are changing slides. Audio is not recorded <u>between</u> slides.

3) Speak clearly and boldly. Adjust your microphone setting to a level high enough to ensure audio can easily be heard during playback.

4) Don't read a script. Speak as you would from a podium. Presenting to someone else while recording helps delivery be more natural.

PowerPoint File Submission:

o Naming your file with the session number, talk time (using military format), last name & first name separated by hyphens.

o **EXAMPLE FILE NAME: For a 2:20pm talk in session 2 by John Smith [2-1420-Smith-John.mp4]**

o Consult the detailed agenda to verify the session number and your talk time before naming and uploading the file.

o **Presentation Submission Deadline:** Upload your <u>final</u> presentation file via the upload form by the applicable deadline.

   o **WEEK 1 Presenters:** Files due by midnight on <u>Wednesday, July 14</u>.

   o **WEEK 2 Presenters:** Files due by midnight on <u>Wednesday, July 21.</u>

   o If we do not receive your recording file by the deadline, your talk may *not be available during the session.*

o If your organization or co-authors have an approval process, obtain permissions well in advance of this deadline.

o You may record your talk in Zoom or PowerPoint. *You must attend the session to answer questions and participate in discussion.*

Advance Preparation to Participate in Sessions Using Zoom:

o Make sure your Zoom account is always up to date with the latest version so you can view and access breakouts.

o Run or disable automatic software updates. If you do not have administrative permission to do so, contact your IT department **at least a week in advance** to ensure your computer does not shut down or run updates while in sessions.

o Review these instructions for virtual participation BEFORE the Speaker Briefing so you'll know what to expect.

==**Presentation Upload Form: https://www.ettlive.com/ncer**==

Questions? Contact Beth Miller-Tipton at bmt@ufl.edu