NCER
National Conference on Ecosystem Restoration
April 14-19, 2024 | Albuquerque, New Mexico

Speaker Instructions

Registration Deadline: November 17, 2023

<u>Registration is Required</u>: To confirm participation as a speaker and have an abstract published, presenters must register and pay the applicable fee by **November 17, 2023**. https://conference.ifas.ufl.edu/ncer/registration-information.php

When developing your talk, be sure to emphasize the application of your work to restoration, and how the information 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.

Presentations should link science to decision-making and emphasize the connection to restoration planning and strategies.

SESSION & TALK DURATION:
➢ Sessions are 90-minutes with a 5-minute introduction, four 20-minute talks and a 5-minute Q&A discussion at the end.
➢ Speakers are allotted 20-minutes (15 minutes for their talk plus 5 minutes for Q&A).
➢ Four sessions run concurrently. Please start and stop at the time published on the detailed agenda.
➢ We are <u>not</u> recording speaker presentations at NCER 2024.

EQUIPMENT AVAILABLE TO SPEAKERS:
• **16:9 Widescreen** [NOTE: You may still use 4:3 format. Black bars will appear left and right of the image in the blank space.]
• PC laptop with Office 2016 | PowerPoint 2016 application. We are using a NEW APPROACH this year. *The laptop will be stationed at the podium. You will use the laser pointer built into PowerPoint and will be able to see Presenter View.*
• You can use the keyboard to advance slides, or if you prefer, we will also provide a Wireless Remote with a laser.
• You will have the option to use the podium mic or wear a wireless lapel microphone when presenting.
• Sorry. Internet is <u>not</u> available for presentations.
• Presentations will <u>not</u> be recorded. With your permission, your slides will be made available as a PDF on the web site.

<u>PRESENTATION LAPTOP:</u> Presenters are asked to use the laptop provided. If you must use your own, do so at your own risk. Be sure to test it **24-hours prior** to your talk and arrive 20 minutes beforehand to test it again. Your PC must have an HDMI port, a power cord, and if using a Macintosh, bring an adapter.

POWERPOINT PREPARATION INSTRUCTIONS:
o Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
o Photos for slides should be compressed and saved in a lower resolution. Limit file size to **30 MB** and less**.**
o Disable any automatic advance timer on your file. This is critical.
o If your presentation contains video or audio files, <u>save all files</u> along with the PPT file <u>into one folder</u>.
o Your talk title needs to match your abstract title which should also match your presentation listing in the detailed agenda.
o Please help us out by naming your PPT file with the session number, then your last and first name. **[EX: 12-Smith-John.ppt.]**
o We often get complaints about slide visibility, so design matters. Please review these helpful tips for creating presentations. <u>Do not use a gray or gradient background</u>. **Stand 14' from your monitor to see how your slides will appear to the audience.**

FILE SUBMISSION:
Bring the file on a jump drive to the AV Download Station next to conference registration desk <u>no later than 24-hours prior to your talk</u>. If you will not arrive at the hotel in time to do so, email the file <u>24-hours prior</u> to Jessica Bailey at j.bailey@ufl.edu

<u>SESSION MODERATORS:</u> A moderator will introduce speakers and keep them on time. Please arrive in the room 5-7 minutes before the session begins and introduce yourself to the moderator so they know you are there. They will review the timing method with you and verify how to pronounce your name. Please sit in the front row for quick access to the podium.

<u>NON-COMMERCIAL NATURE OF SESSIONS:</u> This conference 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: mailto:bmt@ufl.edu | Web Site: https://conference.ifas.ufl.edu/NCER