



July 21-24, 2025 | Gainesville, FL USA

Speaker Instructions

Registration Deadline: March 28, 2025

Your presentation is integral to the program. Should something prevent you from attending, please confirm someone else to give your talk and alert us immediately. NOTE: We are not livestreaming or recording talks. All presentations must be in person.

Registration is Required: To confirm participation as a speaker and have an abstract published, presenters must register and pay the applicable fee by **March 28, 2025**. <https://conference.ifas.ufl.edu/silage/registration-information.php>

SESSION FORMAT & TALK DURATION: Each session is 75-minutes long and entails a 5-minute introduction, one 20-minute session lead-off speaker, and three 15-minute talks. The best guideline is to plan to use at least 3 minutes of your time slot for setup and Q&A, so plan accordingly. **Two sessions run concurrently, so speakers must start and stop at the published time so attendees can rely on the printed schedule.** Please adhere to the time limit.

EQUIPMENT AVAILABLE TO SPEAKERS

- 16:9 Widescreen Format
- PC laptop with Office 2016 | PowerPoint 2016 application. *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.*
- All presenters must use the laptop provided.
- 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 not available for presentations.
- All presentations will be delivered by in-person attendees. There are no remote or pre-recorded presentation options.

POWERPOINT PREPARATION INSTRUCTIONS

- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Photos for slides should be compressed and saved in a lower resolution. Limit file size to **25 MB** and less.
- Disable any automatic advance timer on your file. This is critical.
- If your presentation contains video or audio files, save all files along with the PPT file into one folder.
- Your talk title needs to match your abstract title which should also match your presentation listing in the detailed agenda.
- Please help us out by naming your file with the session number, then your last and first name. [EX: 12-Smith-John.ppt.]
- We often get complaints about slide visibility, so design matters. Please review [these helpful tips](#) for creating presentations. Do not use a gray or gradient background. Stand 14' from your monitor to see how your slides will appear to the audience.

FILE SUBMISSION: Speakers must submit their PowerPoint file **no later than 24-hours prior to their talk**. Bring the file on a jump drive to the AV Download Station at conference registration outside the poster hall. If you will not arrive in time to do so, email the file **24-hours prior** to Danielle Marden at dmarden@ufl.edu

SESSION MODERATORS: A moderator will introduce speakers and keep them on time. Please arrive at the front row of the meeting room 5-7 minutes before the session begins and introduce yourself to the moderator. They will review the timing method with you and verify how to pronounce your name. Please sit near the podium for quick access.

NON-COMMERCIAL NATURE OF SESSIONS:

ISC 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. ISC talks are not to be used for direct promotion of a product, service or for monetary self-interest. Focus on sharing ideas, lessons-learned, case studies, and best practices.

Questions? Email: mailto:j.bailey@ufl.edu

Web Site: <https://conference.ifas.ufl.edu/silage>