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

Details to Communicate to Pre-Approved Session Speakers
April 14-19, 2024 | Albuquerque, NM
conference.ifas.ufl.edu/ncer

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

Communicate this list of details to your speakers by Friday, June 30. (Group call, Zoom, or by email).

1. Notify your speakers this session is pre-approved, and they are <u>officially confirmed</u>. All they need to do is **submit an abstract by Sept. 1** and **register by Nov.17**. [Abstract submission opens May 31. Registration opens August 21.]

2. **Requesting formal approval.** Pre-approved speakers need to request approval from their employer to register and travel to NCER. **Tell them not to delay!** Program participants **must register by November 17**. *No exceptions.*

IMPORTANT: NCER is booked at a relatively small venue, and we expect robust attendance, so once capacity is reached, we may need to close registration and establish a waiting list. Speakers, moderators, panelists, and poster presenters must <u>register by November 17</u> to confirm a spot on the program. <u>Registration information is posted here</u>.

3. Inform your speakers of the session theme so they know the objective. Ask them to adhere to the **"TUSC Principle"** when developing their talk, and emphasize the application 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 go beyond providing technical information and project updates. They should link science to decision-making and emphasize the connection of the work to restoration planning and strategies.

4. <u>Communicate basic information about the session</u>:

   a. Sessions are 90-minutes long and consist of a 5-minute introduction period which serves as a buffer to allow people time to enter the room and be seated, and a 5-minute closing discussion period at the end.

   b. Speakers are allotted 20-minutes (15 minutes for their talk plus 5 minutes for Q&A).

   c. PowerPoint files are limited to 25 mb and must be turned in 24-hours prior to their talk.

   d. Internet is <u>not</u> available for presentations. *No exceptions.*

5. Abstracts must be uploaded online via the <u>NCER web site</u> by **September 1, 2023**. *Emailed files will not be accepted.*
   a. There is a $25.00 fee per abstract submitted *(This fee cannot be waived or refunded.)*
   b. When asked on the form if their abstract is being submitted for a pre-approved session, answer YES, and identify you/your session ID as the organizer. This step is <u>essential</u> for tracking abstracts by session.
   c. Speakers need to cc you on the submission, so you can ensure they submit their abstract by the deadline.
   d. Sessions are being recorded. Recordings will be available for post-conference viewing on a password protected website solely by registered attendees. Abstracts will be published as an electronic PDF.

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 17**. 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)