



SFTIC 2017 Speaker Instructions

June 19-22, 2017 | Melbourne Beach, FL

www.conference.ifas.ufl.edu/SFTIC2017

Conference Location: Crowne Plaza Melbourne Oceanfront | 2605 North A1A Highway | Melbourne, Florida 32903

Speaker Timing

Plenary speakers have 45-minutes and concurrent session speakers each have 30-minutes, including time for introduction.

Speaker Registration

To confirm participation as a presenter and have an abstract published, all presenters must register and pay the fee **by April 7, 2017.**

Speaker Changes

In the event you need to cancel or if your talk will be given by a colleague, please email Beth Miller-Tipton at bmt@ufl.edu and provide her with the new speaker's name and contact information so she can update the program agenda and abstract file.

Equipment Available – A technician assists with equipment operation during the session

- PC laptop with Microsoft PowerPoint (2013) Application
- Projector and 4:3 screen (Widescreen format is available, but black bars will appear at the top and bottom of the screen.)
- One podium microphone & one wireless lapel microphone
- A Wireless Remote Control to advance and reverse slides.
- **Internet is not available for presentations.**

PowerPoint Presentation Instructions

- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Limit file size to **25 MB** and less. Photos for slides can be compressed and saved in a lower resolution.
- Disable any automatic advance timer on your file.
- When saving your file, indicate the name of the person who is presenting, e.g. JohnDoe.ppt.
- If there are videos in your presentation, save the video and PowerPoint files in one folder
- We will accept files on jump drives or CDs. Please label them with your name and cell phone number.
- **IMPORTANT:** Bring turn your PowerPoint file in at the Conference Registration Table no later than **24-hours prior** to your talk. Staff will load your file to the laptop. **Tuesday Speakers:** Please bring your file to us Monday afternoon or first thing Tuesday morning *before* the Opening Plenary. **You may also email your file in advance to Beth Miller-Tipton at bmt@ufl.edu but it must be sent to her by 12noon on Thursday, June 15 to ensure access at the hotel. Bring a copy with you on a thumb drive.**
- We encourage you to use the laptop offered by the conference. Should you decide to use your own laptop, you will need to test it **24-hours prior** to your talk, and it must be set prior to the session beginning. Bring your power cord, computer cable and, if using a Mac, an adapter. Label your laptop and touch base with the audiovisual operator to facilitate a smooth transition from one speaker to the next for your session.

Color Shifts: Due to different resolutions of laptops and projectors, color shifting can and will occur. Also, please note that this conference will be using the 2013 version of Microsoft PowerPoint. Please review features that are lost when you open a presentation created in an earlier version of PowerPoint: <http://office.microsoft.com/en-us/help/features-are-lost-when-you-open-a-presentation-created-in-an-earlier-version-of-powerpoint-HA010338389.aspx?CTT=1>

IMPORTANT NOTE: Because of the large number of comments we receive on evaluation forms about how difficult it is to view speaker slides, we urge you to review these Tips on Preparing PowerPoint Presentations.

http://conference.ifas.ufl.edu/docs/Tips_on_Preparing_PowerPoint_Presentations.pdf

Questions? Contact Beth Miller-Tipton, SFTIC Conference Coordinator, at bmt@ufl.edu.