INSTRUCTIONS FOR USING AUDIO VISUAL EQUIPMENT

POWER POINT PRESENTATIONS
At least ONE WEEK PRIOR to the conference, please email your presentation as an attachment to Bernadette Tokoly at: brtokoly@mail.ifas.ufl.edu. No later than ONE DAY PRIOR to your talk, please take your presentation on a floppy disk, a 100mb ZIP disk or a CD ROM to the Conference Registration Table for backup. Be sure to label the disk as follows: FULL NAME, DAY OF TALK, TIME OF TALK. Bernadette will be downloading your presentation IN ADVANCE to facilitate a quick, smooth transition from one speaker to the next. We kindly ask that you please DO NOT give your disk directly to the AV Operator. First of all, for virus screening purposes, they are NOT permitted to accept computer disks. Secondly, it will delay giving your presentation for at least 3-4 minutes. You may pick up the disk after your talk has been given.

NOTE: If you are using a computer projector, we recommend you bring either color overhead transparencies or slides as a back up in case of technical difficulties. While we do not anticipate this happening, it is better to be safe than sorry. If you are printing out your PowerPoint presentation onto overhead transparencies, remember there are two versions of blank transparencies, Black & White and Color. Color slides will not print out on Black & White transparency sheets.

SLIDE PRESENTATIONS
No later than ONE DAY PRIOR to your talk, please take your slides to the Conference Registration Table. If you need to borrow a carrousel, indicate such on the AV Form and pick up the slide tray at the conference REGISTRATION TABLE. Be sure to label your slides by putting your business card inside the center of the carousel. Write the day, time & session in which you will be speaking on the back of the card so the AV Operator will know when you are speaking, and will have your slides ready and cued to go. During the first break after giving your talk, please collect your slides from the AV Operator, remove the slides from the tray and return the empty carousel to the Conference Registration Table as other presenters will need trays for their presentations.

ADDITIONAL EQUIPMENT
Each speaker will be provided with a wireless lavaliere microphone, a laser pointer, and, if using slides or PowerPoint, a Wireless Remote Control to advance and reverse your slides. A moderator will be available to assure that your microphone is hooked up properly. We recommend that during a break prior to your talk, you stop by the meeting room to familiarize yourself with the set-up. If you have any questions, there will be an AV Operator assigned to each meeting session, so you will not be expected to actually operate any equipment.

We look forward to seeing you at the conference, and we appreciate your help with making the presentation transitions go smoothly. If you have any questions, feel free to email me at spborneman@mail.ifas.ufl.edu or call me at 352-392-5930. Meanwhile, have a safe trip to Naples, Florida!

Sharon Borneman
Conference Coordinator