



National
Extension
Technology
Conference
June 6-9

Presenter Instructions netc2016.org

Presentation Date and Time

- Lead presenters are recognized in the [tentative agenda](#). Please note the date and time of your session and plan to arrive a few minutes prior to the start of the session to load your presentation. All presenters should plan on being present for their entire session. When reviewing the agenda, please note any information that is not accurate and send revisions to: kzupancic@ufl.edu. After March 1, the agenda will be published on the website. Co-presenters will be recognized in the full session descriptions on the website.

Presentation Duration

- Each presentation will be allotted 50 minutes, unless you were approved for two sessions. These 50 minutes include any time for Q&A as well as your moderator's brief introduction of your talk. Depending on your topic, you may want to build in a few minutes at the end of your presentation for discussion or questions. Please prepare your PowerPoint presentation accordingly.

Presentation Delivery Information

- Please arrive a few minutes early to your session with your PowerPoint presentation loaded on a USB.
- An AV operator will be available in the room to assist with loading your presentation.

Audiovisual Equipment Available

- One Projection Screen and one Computer Projector.
- We will use a laptop with Microsoft PowerPoint 2013 Application. The laptop will be located at the podium in the front of the room. You will be responsible for opening and operating your presentation, but an AV operator will be available for assistance if needed.
- Speakers will be provided with a Wireless Presenter to advance & reverse PowerPoint slides.
- **Internet will be available for presenters only.**
- **We encourage you to use the laptop offered by the symposium. If you absolutely must use your own laptop, contact Kristin Zupancic at kzupancic@ufl.edu immediately. You will need to bring all cables and test your laptop **24-hours prior** to your talk to avoid disruption to sessions.*

PowerPoint Presentations [CLICK HERE](#) to view Tips for Developing Your PowerPoint Presentation

- Embed graphs or figures into file as independent objects; do not dynamically link from other programs.
- Photos for slides should be compressed and saved in a lower resolution.
- Disable any automatic advance timer on your file.
- Presentation must be loaded on a USB.
- **NOTE: Internet will be available for presenters only.**
- If you plan to use video in your presentation, note:
 1. Acceptable video file types are .WMV or .MP4.
 2. Save video files using your last name to ensure association and loading.
 3. Videos using live Internet are highly discouraged, as bandwidth may be too limited.

Have Questions or Need Assistance? Contact: Kristin Zupancic; Tel: 352-294-3582, Email: kzupancic@ufl.edu