Speaker Instructions

May 30 – June 1, 2018 | New Orleans, LA

Registration Deadline: March 2, 2018

Your presentation is an integral part of the program. In the event a situation should arise that would prevent you from honoring your commitment, please alert us immediately. If possible, we ask that you help us locate a qualified substitute to prevent the program from being compromised. Thank you.

Registration is Required: To confirm participation as a speaker or panelist and have an abstract published, presenters must register for the conference and pay the applicable fee by **March 2, 2018**. [http://stateofthecoast.org/reg/registration.html]

EQUIPMENT AVAILABLE TO SPEAKERS
- PC laptop with Office 2013 | PowerPoint 2013 application. *(The laptop will be stationed at the podium so you will be able to use Presenter View.)*
- 16:9 Widescreen [NOTE: You may still use 4:3 format. Black bars will appear left and right of the image in the blank space.]
- One lapel microphone *(All speakers are asked to wear the mic so everyone can hear the presentation clearly.)*
- A Wireless Remote Control with a built-in laser pointer to advance and reverse slides.
- Should you have questions, technicians will be available to assist with equipment operation.

POWERPOINT PREPARATION 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. This is critical.
- If your presentation contains video or audio files, save all files along with the PPT file into one folder.
- When saving/naming your file, indicate your last name, first name and session number. [Smith_John_Session12.ppt.]

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 exhibit hall. If you will not arrive in time to do so or if you are speaking on the first day (Wednesday, May 30) email the file to: presentations@crcl.org no later than 2:00pm on Tuesday, May 29.

PRESENTATION LAPTOP: We encourage you to use the laptop provided by the conference. If you absolutely must use your own, you'll need to test it **24-hours prior** to your talk. To avoid disruption to other speakers, your laptop needs to be set prior to the session start time. Be sure to bring your power cord, a computer cable and, if using a Macintosh, an adapter. Label your laptop with your contact information and touch base with the staff at the AV Download Station when you arrive at the conference and as well as with the AV technician in the meeting room before the session begins.

SESSION MODERATORS: Each session is facilitated by a moderator who will keep speakers on time. Please arrive in the meeting room 5-7 minutes before the session begins and introduce yourself to the moderator stationed in the front row. They will review the timing method with you. Make sure they know how to pronounce your name. It's best to sit near the podium for quick access.

PRESENTATION TIME: Each standard format session consists of a 5-minute introduction and overview by the moderator, followed by four consecutive 20-minute talks (17 minutes for the talk plus 3 minutes Q&A afterward). The session ends with a 5-minute discussion period among all session presenters. We have 8 sessions running concurrently, and we need all speakers starting and stopping at the published time so attendees can rely on the printed schedule. Please adhere to the presentation time limit.

NON-COMMERCIAL NATURE OF SESSIONS
SOC18 provides a unique opportunity for open dialogue and creative exchange of ideas among attendees. With this in mind, speakers and moderators must refrain from the use of brand names or specific product endorsement in their presentations. Under no circumstances is this platform to be used as a place for direct promotion of a product, service or monetary self-interest. Please focus on sharing ideas, lessons-learned, case studies, and best practices.

CLICK HERE to view some helpful tips on creating PowerPoint presentations.

Questions? Email: presentations@crcl.org | SOC18 Web Site: http://stateofthecoast.org/