



# Speaker Guidelines for the 2019 Federation Conference



**Please read all this information to assure a smooth presentation.**

## Session Confirmation

Please check the Program that you received or will receive by mail, or check online at [www.nyfederation.org](http://www.nyfederation.org) paying particular attention to spelling of all names, wording of titles, and session time. **Should there be any errors or discrepancies or speaker changes, please email your corrections to Luann Meyer at [LuannMeyer@monroecounty.gov](mailto:LuannMeyer@monroecounty.gov)** Your careful review is needed to ensure the accuracy of the Final Program.

## Audio Visual

The following Audio/Visual Equipment is provided at the Conference:

- Power Point Projector, Laptop, Universal Remote/Pointer and Screen for each breakout room.
- With more than 90 speakers, switching computers during the sessions isn't possible.

## Power Point Specifics **PLEASE READ! IMPORTANT!**

- **Save your presentation using your last name and first name initial.**  
(i.e. Jane Jones would be - - **JonesJ.pptx**)
- Email your power point presentation to [Jennifer.Kruman@dec.ny.gov](mailto:Jennifer.Kruman@dec.ny.gov) by **May 10th**.
- If you have a file that is too large to email, please go to: <https://fts.dec.state.ny.us/fts/> Under Menu go to the link “Upload new file via HTTP.” Change the Availability Period to 2 week and upload the file.
- You will receive a confirmation email back once your presentation is received.  
If you do not receive a confirmation within 48 hours, call Jennifer at (518) 402-8706.
- If you have photos in your presentation, please make sure you reduce the size of the photos (should be not larger than 100 KB.)
- Bring a backup of your presentation on a memory stick (just in case).
- If you will need an internet connection, email [Jennifer.Kruman@dec.ny.gov](mailto:Jennifer.Kruman@dec.ny.gov)
- If you do not want your presentation used in Conference Proceedings that are posted on the web, email [Jennifer.Kruman@dec.ny.gov](mailto:Jennifer.Kruman@dec.ny.gov)
- Please save your presentation as a PowerPoint 2013 or 2016 version.

## Speaker Biography

- Please provide a speaker biography, which will be given to the session moderator for your introduction.
- Please limit your bio to no more than two short paragraphs (one is better). Email your bio to [LuannMeyer@monroecounty.gov](mailto:LuannMeyer@monroecounty.gov)

## Presenting

- Come to the Intro/Prep session in the morning on the day of your talk.
- Report to the room assigned to your presentation 15 - 20 minutes before the session begins.

## General Presentation Guidelines

**These simple guidelines will help make your presentation great!**

- Make sure your audience can read your text. Use less text and increase the font size.
- If you need to apologize for a slide (too dark, too small, too congested...), don't use it!
- Have an introductory slide with the title of the paper, the authors, and their affiliations.
- Have a final slide with your contact information.
- Careful editing and use of graphics is just as important in this format as in any other presentation.
- Select a background color that provides a good contrast to your font or drawing. A blue background with yellow or white type works well. Do not use a green background with red type or the reverse, as many people will not be able to distinguish the items displayed.
- Keep each presentation screen clear. Use a maximum of three or four lines of type or figures. Tables with two or three columns; six lines of type or less are ideal. Remember that the material, which is clear and readable on your computer screen, may not be easy to read when projected. This is something to check on before you get to the conference.
- Do not display long lists of data. They will be difficult to read and interpret by your audience. You may be able to read an in-depth table on the computer screen on your desk, your audience will only see this table briefly and will be unable to grasp all of its contents.
- PRACTICE, PRACTICE, PRACTICE!!!** Be sure to practice your presentation in front of an audience. Present your presentation at a brown bag lunch.
- Run through your presentation before you arrive at the Conference to be sure it is readable.

**Try not to make last minute changes on your presentation. With over 90 speakers participating, last minute changes are a logistical nightmare.**

## Handouts

- The easiest way to deal with handouts (also a waste reduction method) is to provide a web site address at the end of your presentation that has your presentation as a Power Point or pdf file.
- NOTE: The presentations will also be on the Federation Website a few weeks after the conference.

**Thank you for presenting!!**

# Federation Conference Speaker CHECK

## LIST COMPLETED BEFORE THE MAY 10 DEADLINE

- Power Point Presentation (2013 or 2016) completed and emailed to Jennifer.Kruman@dec.ny.gov OR
- Power Point Presentation disk or memory stick mailed to:  
Jennifer Kruman  
NYSDEC  
625 Broadway  
Albany, NY 12223-7253
- Make a copy of Power Point Presentation on a memory stick to bring to the Conference as a backup.
- Email Jennifer to:
  - [ ] Request an internet connection.
  - [ ] Not post your presentation on the Federation Website.
  - [ ] Any other special requests.
- Email your biography to: [LuannMeyer@monroecounty.gov](mailto:LuannMeyer@monroecounty.gov)



## DIDN'T MAKE MAY 11 DEADLINE and DIDN'T CALL TO MAKE OTHER ARRANGEMENTS



- Changes made to a submitted presentation after the **May 10** deadline will cost you a drink ticket.
- Presentations not submitted by the **May 10** deadline will cost you all of your free drink coupons and may cost you time from your presentation.

## DAY OF YOUR PRESENTATION

- Participate in the Intro/Prep session in the morning on the day of your talk.
- Report to the room assigned to your presentation 15 - 20 minutes before the session begins.