



Speaker Guidelines for the

Federation of NY Solid Waste Conference & Tradeshow

PLEASE READ ALL THIS INFORMATION TO ASSURE A SMOOTH PRESENTATION.

Audio Visual Equipment

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 65 speakers, switching computers during the sessions isn't possible.

Should you need additional equipment accommodations, please contact kelli.timbrook@casella.com

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 NYFederation1@outlook.com
 - Presentation submissions are due **2 weeks prior** to the first day of conference
- You will receive a confirmation email back once your presentation is received. If you do not receive a confirmation within 48 hours, contact Kelli Timbrook at kelli.timbrook@casella.com
- If you have photos in your presentation, please make sure you reduce the size of the photos. They should not be larger than 100 KB.
- Bring a backup of your presentation on a memory stick (just in case).
- If you do not want your presentation used in Conference Proceedings that are posted on the Federation web, please include this information when you email your presentation to NYFederation1@outlook.com

Prior to Conference

- **Speaker Coordination Meeting**: Moderators for your session will be scheduling a session review at least 1 week prior to conference. This review is an opportunity to meet the other presenters in your session, a chance to ensure your name and credentials are pronounced correctly, and go through a quick review of each speaker's presentation. We strongly encourage you attend the moderator's review session.
- **Whova App – Speaker Profiles**: Once you are registered for conference, you will receive email notifications from Whova to update your speaker bios in the app. Use the link in the email notification to update your profile. Speaker profiles will be preloaded with bios from the abstract submissions in most cases, but you can change this at any time. Other items you can add to your profiles include a photo, social media websites, and company information.

- CE Credit Forms: If your presentation qualifies for CE credits and you did not submit your CE credit form with your abstract, they are due 2 weeks prior to conference. Completed forms must be emailed to amy.davies@casella.com two weeks prior to conference.
 - The form can be downloaded from this link: [CE_Credit_Form.pdf](#)

Day of Your Presentation

- Participate in the Intro/Prep session in the morning on the day of your talk. The speaker/moderator prep session times are different depending on which day of conference it is. Please make sure to check the program which is available on the conference website (<https://conference.nyfederation.org/at-a-glance/>) and on the Whova App.
- Report to the room assigned to your presentation 10 - 15 minutes before the session begins.

General Presentation Guidelines

These simple guidelines will help make your presentation great!

- Have an introductory slide with the title of the paper/presentation, the authors, and their affiliations.
- Have a final slide with your contact information.
- If you need to apologize for a slide (too dark, too small, too congested...), revise it! Careful editing and use of graphics is just as important in this format as in any other presentation.
 - Use less text and increase the font size.
 - 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.
 - 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 or as a company training.
- Run through your presentation on a projector screen or large TV before you arrive at the Conference to be sure it is readable.
- **Try not to make last minute changes on your presentation.** With over 65 speakers participating, last minute changes are a logistical nightmare and may not be accommodated. Presentations should be complete when emailed to NYFederation1@outlook.com

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!!
