

INSTRUCTIONS FOR 2008 FPRW SPEAKERS USING POWERPOINT

Software: Use Microsoft Power Point 2003 or earlier Only!

Other software products are not acceptable.

We are unsure if our AV labtops will project more recent Power Point versions.

Hardware: We will provide the PC and projector during the meeting. **Special arrangements must be made IN ADVANCE if you wish to use your own equipment** (using your own equipment is strongly discouraged except for extraordinary circumstances).

Submission: We must receive your PowerPoint file by July 16, 2008. You may submit your .PPT file in a number of ways: CD, 3½ inch floppy, or e-mail. We pre-test all .PPT files. Such pre-submission will assure that your file loads on our computer correctly, that resolution is acceptable using our particular projector, and that it will project clearly.

**If your presentation is larger than 5 MB,
please send it on a CD or USB portable drive (memory stick, flash drive...)**

Send to: ATTN: Amy Brown
 FL Dept Agriculture – Bureau of Chemical Residue
 3125 Conner Blvd, Lab #3
 Tallahassee, FL 32399-1650
 Electronic browna@doacs.state.fl.us

Permission: Presentations may be posted on the website approximately one week "after" the meeting. You may have already granted "Permission to Post" when you submitted your presentation. Failure to submit this form will result in your presentation not being posted on the workshop website. The form is available here at <http://www.flworkshop.com/registra.htm>.

To avoid any confusion, it would be very helpful if you would send us a "ready to publish" .pdf version of your presentation to post on the website.

Picky Details: 1) Please add a graphic, blank, or black slide to the end of your presentation so that you can go back to a previous slide during questions. (Tools / Options / Click "End with black slide") If you do not add something at the end of your presentation, the PowerPoint Viewer will exit your presentation when you finish your last slide and you will need to start from the beginning to return to a previous slide.

2) Please set your slides to advance on mouse click. Timed transitions are NOT recommended because they may not match your spoken presentation.

Rehearsals: Please contact the registration desk or projectionist if you wish to preview your presentation at the meeting

D-Day: During your presentation, your slides may be advanced by YOU (using a remote mouse device) OR by our meeting staff - your choice.

Questions?: Amy Brown (850) 487-9738, browna@doacs.state.fl.us