

FOR SPEAKERS

Thank you for your contribution in making the Nature and the Network conference an informative and stimulating experience for attendees. In addition to your conference presentation, speakers are required to register for the conference and to submit a written paper for the Conference Proceedings. See details below.

Speaker Checklist:

Speaker Presentation Registration

All speakers must enter their speaker presentation information and submit proceedings.
<http://www.americanforests.org/conference>

Speaker Conference Registration

All speakers are required to register for the conference and are responsible for all registration fees. For Conference registration, utilize the ID and password created during your Speaker Presentation Registration.
<http://www.americanforests.org/conference>

If you have Conference registration questions, please contact
registration@amfor.org or 703-904-7508

Hotel Reservations and Travel Information

<http://www.americanforests.org/speakers.php>

Guidelines for Proceedings Papers

Speakers must submit a written paper to be published in the Proceedings of the 2008 National Conference on Urban Ecosystems. Papers are due to Kate Cantrell via e-mail, speaker registration portal or CD by May 1st.
http://www.americanforests.org/conference/Proceedings_Guidelines.pdf

Presentation Tips and Guidelines

http://www.americanforests.org/conference/Presentation_Guidelines.pdf

Onsite at the Conference

- ◆ There will be more than 50 speakers presenting at the two day conference. American Forests' approach in developing the conference program is to introduce the audience to as many new ideas and people as possible.
- ◆ Some sessions will have moderators. Your session moderator will work closely with you; please communicate all of your presentation needs to him/her. The moderator will introduce the session, briefly introduce the speakers, keep speakers within their time limit, and lead a question and answer segment following the last speaker.
- ◆ Concurrent sessions may have multiple speakers; time will be allotted for each.
- ◆ For a list and description of concurrent sessions, see Schedule at a Glance.
- ◆ If you plan to give a PowerPoint presentation, bring the file on an UCB flash drive (aka pen drive, thumb drive, memory stick or jump drive) to be plugged into the session laptop.
- ◆ Pick up your registration packet; if you pre-registered, one will be waiting for you. If not, you must pay on-site.
- ◆ Check in with your moderator to let them know that you have arrived.
- ◆ Check your presentation room name, and locate it in the hotel. Familiarize yourself with the room and its AV equipment and notify your moderator if there are any problems.
- ◆ There will be a projector for PowerPoint presentations, microphone lectern, and an attendant to dim the lights and turn on the projector for you. For those who have requested other special AV equipment, your moderator will let you know ahead of time whether use of this will be possible.
- ◆ Prepare handouts of your PowerPoint presentation (if desired) and bring 200 copies to conference.