**Florida Entomological Society meeting (July 22-25, 2018)**

**Oral presentation guidelines**

1. Bring talk on thumb drive (in case there is not good access to Wi-Fi internet in your meeting room).
2. Come to the meeting room 30 minutes prior to the start of your session and upload your presentation onto the desktop of the computer in your presentation room. The moderator will be there to help do this. Sessions are: 1) morning before coffee; 2) morning after coffee; 3) afternoon before coffee; and 4) afternoon after coffee.
3. Please adhere to time limits; moderators will be strict in enforcement to keep concurrent sessions synchronized:
   1. Symposium presentations (15 minutes) – this is to include talk and time for questions if the speaker wishes.
   2. Submitted oral presentations (12 minutes) – this is to include talk and time for questions if the speaker wishes.
   3. Student oral paper competition (15 minutes) – 10 minutes for the talk; 2 minutes for questions; 3 minutes for judges to write comments and next speaker to be introduced