**FAQs for Speakers/Presenters**

**I am interested in speaking at the Go SOLAR Fest. What do I need to do?**

* Prospective authors for the second Fest are requested to submit an abstract of 200-500 words and one 100 word biography by February 24, 2014. A copy of the Abstract Submittal Form is available here: [http://www.broward.org/GoGreen/GoSOLAR/Documents/PresentationAbstractSubmittalForm.pdf](https://browardauthor/GoGreen/GoSOLAR/Documents/PresentationAbstractSubmittalForm.pdf)

The abstract must clearly describe the nature, scope, content, organization, key points and significance of the proposed paper by completing the application package.

**What options do I have for selecting a presentation topic?**

* A complete list of topics can be found here: [http://www.broward.org/GoGreen/GoSOLAR/Fest2014/AboutGoSOLARFest/Pages/Speakers.aspx](https://browardauthor/GoGreen/GoSOLAR/Fest2014/AboutGoSOLARFest/Pages/Speakers.aspx)

**When will I know if I have been accepted as a speaker?**

* Abstracts will be reviewed and selected speakers will be notified no later than March 10, 2014.

**I would like to be a speaker but will not be able to travel to South Florida for the event. May I do my presentation remotely?**

* Yes! Go SOLAR Fest is all about innovation! Speakers who are unable to physically attend are welcome to make their presentations remotely. The Go SOLAR Fest IT Team will work closely with you to ensure that all technical facilities are in place for your presentation.

**I know the length of my abstract, but how long should my actual presentation be?**

 When you submitted your abstract you were asked to indicate your time preference. If you are accepted to be a speaker, you will be informed of your respective time allotment.

**In what format should my presentation be (PowerPoint, written speech, panel discussion, etc.?)**

* When you submitted your abstract you were asked to indicate the format for your presentation (single-speaker, panel discussion, keynote/luncheon, etc.) If you are accepted to be a speaker, your indicated format will be verified in writing. In the event you would like to change your presentation format from what was previously approved, please contact ksommes@broward.org as soon as possible for further discussion.

**When is the final version of my presentation due?**

Final presentations can be submitted electronically via email by April 11, 2014 to ksommers@broward.org or mranderson@broward.org

**Can I make my presentation interactive?**

The audience of the Go SOLAR Fest will be a mixed group of technocrats and laypersons. As such, presenters are encouraged to be interactive in their delivery such in compliance with the pre-approved presentation format.

**Are there presentation guidelines for speakers?**

Presentations are to be original, non-commercial in that they focus on the technical business merits of a design, a method, a structure, an integration scheme, a material or a process rather than on the individual company’s product benefits. *Speakers must comply with time allotment.*

**What sort of audiovisual facilities/equipment will be provided to speakers?**

Presenters will have access to an LCD projector. Wired as well as hand-held microphones will be available. Should you require any additional equipment, please note that it may be an additional charge from the Event Decorator. Please contact ksommers@broward.org for further information.

**Can I do a joint speaker presentation (more than one presenter)?**

Yes. However, the main speaker would need to ensure that a separate form ([http://www.broward.org/GoGreen/GoSOLAR/Documents/PresentationAbstractSubmittalForm.pdf](https://browardauthor/GoGreen/GoSOLAR/Documents/PresentationAbstractSubmittalForm.pdf)) is completed for each additional speaker. Additionally, the main speaker would need to ensure that each additional speaker’s presentation falls within the joint allotted presentation time.

**If I am presenting at the conference, do I need to register for the conference?**

Yes! Please remember that anyone who will be attending the conference needs to register. Remember, registration to Go SOLAR Fest is FREE!

**Who can I contact for further information?**

**Matt Anderson**Go SOLAR Fest Event Manager
Broward County Pollution Prevention, Remediation & Air Quality Division
1 North University Drive, Suite 203
Planation, FL 33324
Phone: 954-519-1482
email: mranderson@broward.org