

## **Oral Presentation Instructions**

Presentations are limited to 20 minutes, including time for questions and answers (3 minutes nominally). The four parallel tracks absolutely require that all sessions stay synchronized so session chairs will limit time as necessary. Three minutes per content slide is an excellent rule-of-thumb. Presentations in Microsoft PowerPoint or in Acrobat format please. Authors/ Presenters will be responsible for uploading presentations, using conference “cloud” computers, and insuring that any embedded graphics or videos function in advance of the talk. The conference will provide technical assistance if needed.

Speakers are encouraged to meet with the session chair in order to provide a brief bio if you are not contacted prior to the conference. Periodic announcements will be made for sessions/chairs and meeting times/locations.

## **Poster Presentation Instructions**

A series of long easels (the poster boards) will be set up in the poster area. A 6 ft (horizontal) by 4 ft (vertical) area is available for each poster on the poster boards. The location on the poster boards for each paper is denoted with the paper ID. Push pins will be provided by the conference. Posters should be up and ready for viewing 5 minutes in advance of the start of the poster session. Presenters are expected to be with, and brief, their papers during the respective session.

Posters may be printed sheets or individual chart pages. Please number the pages for ease in following the flow of the presentation.