

INSTRUCTIONS FOR PRESENTERS

Oral Presentations

There will be a Speaker's Breakfast in the Opal Two room from 7:00 am to 8:00 am each morning. Speakers for that day are required to attend the breakfast that morning so they can transfer their talk to a computer for presentation later that day. Please have your files on a USB drive for transfer to the computer. Power Point files are preferred, but also bring a PDF version of your presentation in case there are problems displaying Power Point files.

Speakers should have with them a short biographical (one paragraph maximum) introduction printed for the Session Chairs to read before making your presentation. Please have this with you and available even if you have sent this to the Session Chair previously.

Speaker should report to your Session Chair, in the room assigned for your session, 15 minutes prior to the start of the session. Please limit your talk to 15 minutes (for most presentations) and 5 minutes for questions at the end. Please sit near the front of the room near the Session Chairs to facilitate communications.

Poster Presentations

All Poster Sessions will be in the back of the Crystal DEF Ballroom. Each poster board will have two posters on the same side of the board with each presenter having a useable area of 120 cm wide by 118 cm tall (see figure below). Velcro tape or push pins will be needed for mounting the poster to the board and will be provided if needed.

Monday (Session 5) posters can be put up during lunch or the afternoon break and must be in place by the end of the afternoon break Monday. Posters must be removed Tuesday by the end of the morning break: remaining posters will be removed and disposed so the next poster session can be prepared.

Tuesday (Session 10) posters can be put up during lunch or the afternoon break that day and must be in place by the end of the afternoon break Tuesday. Posters must be removed Thursday by the end of the morning break: remaining posters will be removed and disposed so the next poster session can be prepared.

Thursday (Session 17) posters can be put up during lunch or the afternoon break that day and must be in place by the end of the afternoon break Thursday. Posters must be removed Friday by the end of the morning break: remaining posters will be removed and disposed.

