

Guidelines for Oral and Poster Presentations

Oral presentations:

Speaker times will be limited to 20 minutes, including questions, unless otherwise posted. Please refer to the [Detailed Program](#) to find the date, time, and location of your particular talk.

The preferred method of presentation will be electronic using PowerPoint and a computer video projector. If at all possible, please try to put your talk into this format.

Overhead and 35-mm slide projectors will be available as needed. We request that you provide your own transparency materials. A slide carousel will be available if needed.

When you register, please bring your electronic presentation on a compact disc, zip disk, thumb drive, or floppy disk. We will make a copy, and transfer it to the appropriate computer for the session you are scheduled in. You can also test it in the computer ready room ahead of time. We prefer that you do not bring your own laptop for connection to the computer projector, unless absolutely essential. When your talk is announced you will find the file as an icon on the desktop of the computer in the appropriate room. Check in with the session chair before the session starts to confirm that your talk is on the computer and ready to go.

Unless arrangements are made ahead of time, only one screen will be available per technical session.

Computers will be available in the speaker ready room (Executive Boardroom) and in each technical session room. Computers **will not** have internet access.

Poster presentations:

The space available for each poster is 70" (178 cm) wide by 43" (109 cm) high (see photo). Presenters will be responsible for mounting their poster to the board. Only push pins or tacks will be allowed (no Velcro). For commercial assistance in preparing and printing your poster you may wish to contact www.scifor.com.

The poster sessions will occur in the Vernita Room downstairs, where break refreshments will also be located. Panels will be in place on Sunday. Posters should be mounted anytime before the [first scheduled session](#) on Monday afternoon. For maximum exposure of your poster (e.g., during refreshment breaks and both poster sessions), we request that you leave the poster up for viewing until Wednesday afternoon. All posters must be taken down Wednesday evening.

