Speaker Instructions (Annual Meeting, ATH, NCSD, TOFE)

- Bring your slide presentation (on a USB drive) to be loaded to the session room laptop. If you are not able to use a USB drive, make alternate arrangements with your Session Chair. You will not be able to use your own laptop and must use the conference-provided laptop.
- When you first check in to the meeting at the registration desk, please stop at Speaker Check-In to let us know you are in attendance.
- All presenters and panelists need to be registered for the meeting.
- On the day of your session, report to your Session Chair in the room assigned for your session (as listed in the program) at least 15 minutes before the start of the session. If you have not already done so, please provide the Chair with a very brief biography for introductions.
- Unless you are told otherwise, please limit your presentation to 15 minutes. Your 15-minute presentation will be followed by a 5-minute discussion period.
- Do not ask the Session Chair to reschedule your paper within the session. Many attendees schedule their attendance at various sessions in accordance with the order of presentations listed in the program.
- Technical session rooms will have the following equipment:
  - Laptop computer
  - LCD projector, screen, and laser pointer (LCD projectors will be able to project a resolution of 1024X576)
  - Wireless microphone
  - VGA cable

Poster presentations (TOFE only):

- You will have an assigned board, and supplies will be provided to hang your printed poster.
- Posters should be in portrait format with 36"x48" or A0 dimensions.