Speaker Instructions

- If you would like to work on or print a copy of your presentation, you may go to the ANS Business Office located in Park 8228. The ANS Business Office is equipped with computers connected to the internet and printers. ANS Staff will be available to answer any general meeting questions.

- On the day of your session, report to your Session Chair in the room assigned for your session (as listed in the Official Program) 15 minutes prior to the start of the session. Bring your presentation (on a USB drive) to be loaded to the session room laptop. If you have not already done so, please provide the Chair with a brief biography.

- Please limit your presentation to the time indicated in the Official Program. This time includes a five-minute discussion period following the formal presentation of your paper.

- 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 times listed in the Official 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 handheld mic at podium
  ✓ VGA cable

If you would like to rent (at your expense) any other A/V equipment for your presentation, please go to the ANS Registration Desk.