For All Presenters and Session Chairs

1) The allotted time per speaker should be 30 minutes, regardless of how many papers are scheduled for a session.
2) Papers should be presented in the order in which they appear on the schedule.
3) IMPORTANT: Please do NOT ‘log out’ of the computer or shut off any A/V equipment at the end of your presentation or session.

For Presenters:

1) Please arrive at the room where you will be presenting at least 10 minutes before the start of the session (during the break prior to the session).
2) Bring your presentation on a USB key in an appropriate format (Powerpoint or PDF).
3) There will be instructions in the room, as well as student-volunteer assistants, to help you upload your presentation onto the room computer. Please upload your presentation, and open it to verify its formatting and appearance.
4) The last speaker of each session is the session chair. Introduce yourself to the session chair so that he or she knows you are there for your presentation.
5) If you are not going to be present for the entire session, please let the session chair know.
6) Choose a seat that makes it easy to come forward when the session chair introduces you.
7) You will have a total of 30 minutes allotted for your presentation. Of this, approximately 25 minutes are for your talk, and the remaining 5 minutes for Q&A/speaker transition.
8) You will be prompted by the session chair when there are 5 and 2 minutes left in your allotted time.

For Session Chairs

1) Please arrive at the room where you are chairing a session at least 10 minutes before its official start time (during the break prior to the session).
2) Plan to be present for the entire session.
3) Choose a seat in the front of the room where a presenter can easily observe you.
4) Introduce each speaker at the beginning of his or her talk.
5) Use the provided cards to let speakers know when there are 5 minutes and 2 minutes left in their allotted time.
6) Please delete all speakers’ presentation files from the computer at the end of the session.
7) To allow for “session-hopping,” please try to follow the published schedule. If the first or second talk in your session has been cancelled, please leave that time empty and allow the remaining talks to follow their scheduled time. Please also try to ensure that each speaker begins at their designated start time.