

# Instructions for Speakers, Session Chairs, and Poster Presenters

## Instructions for Speakers

1. Speakers should arrive 10 minutes prior to the start of the session and introduce themselves to the Session Chair.
2. Speakers should provide the talk on a jump drive to the Session Chair. Please be aware that we provide Windows laptops. If your talk requires Macintosh computers you have to provide the computer or convert your file in PDF.
3. Contributed papers are limited to 10 minutes with 2 additional minutes for Q&A. During the last question the transition to the next paper should be done. During the talk, the Chair person will indicate at 8 minutes that the speaker has to finish in 2 minutes. At 10 minutes, it will indicate that the speaker's presentation time is over. At 12 minutes, it will indicate that transition to the next speaker must occur.
4. In some cases we have invited talks (scheduled at the beginning of the breakout session). An invited talk is typically 24 minutes (including Q & A and transition). The 24 minute talk will be 21 minutes long with 3 minutes for Q & A and transition.

**Please check in the Bulletin to see if your talk is 12 minutes or 24 minutes long.**

## Instructions for Session Chairs

1. Please be on time. Arrive in the presentation room at least 10 minutes prior to the session start time. Just before the session begins, briefly introduce yourself and explain the timing system to the audience.
2. Start the session on time. Announce the title, the author and signal the beginning of the talk.
3. Strictly adhere to the timing signals (see Instructions for Speakers above). The purpose of these timing signals is to allow attendees to move from one session to another and to be able to rely on the exact time of each presentation as listed in the program. Speakers must be asked to stop when their allotted time is up.

## Instructions for All Poster Presenters

All posters will be displayed in the Setzer Center, Ballroom from Friday, April 1<sup>st</sup>, at 12:00pm till the end of the conference, Saturday, April 2<sup>nd</sup>, at 3:00pm.

- Please mount your poster according to your poster number as published in the Bulletin.
- The poster may not extend into the adjacent space.

- Poster authors must be by their board for the P1 Poster Session both on Friday, April 1<sup>st</sup>, and Saturday, April 2<sup>nd</sup>, after 12:00pm.
- Presenters must dismantle their posters at 3:00pm on Saturday, April 2<sup>nd</sup>. After that they will be discarded. The Organizers cannot be held responsible for the posters left behind in the Ballroom of the Setzer Center, after the conference ends on April 2<sup>nd</sup> at 3:00pm.