

## GUIDELINES FOR SPEAKERS

1. Time limits:
  - a. Keynote address 45 minutes
  - b. Plenary talk 30 minutes
  - c. Focus Session talk 20 minutes
  - d. Parallel Oral talk 20 minutes

The above times include 5 minutes for questions.

Session Chair will notify speaker 5min., 1 min., 0 min. before of end of speaking time.

If speaker runs over, his Q&A period is shortened.

2. Media

All speakers should bring a hard copy of their talk as a backup. Our staff will not be able to make hardcopies or viewgraphs for participants. There will be a copy machine available and a printer in the computer room for use by participants. However, the computer room can get quite crowded, particularly early in the week, and the author is responsible for being ready to present, whether they can get into the computer room or not. Three methods of oral presentation are possible:

- a. Computer presentation using Power Point and other files and output through video out connection. This option is available for all oral talks, whether Keynote, Plenary or Parallel Oral session. Speaker should use their own computer and test compatibility with projector well in advance (at least one day) of his/her session (ask at registration desk where the test projector is located). If his computer isn't compatible, speaker must supply talk in Power Point file on storage media compatible with one of our laptop computers. Otherwise Speaker must print hard copy or viewgraphs of his/her talk in our computer room and use one of the presentation methods below.
- b. Plenary and Keynote speakers only may use color hardcopy or overhead/viewgraph of talk. Hardcopy will give better quality. We will have a system that will digitize presentation in real time and project onto three screens simultaneously. This digitizing system is available only for the Keynote and Plenary sessions.
- c. Viewgraph/overhead projectors will be available in addition to computer compatible projectors for all parallel oral talks. Therefore any speaker may use viewgraphs.