

Lecture Instructions

1. Each author should prepare a lecture presentation that is 12 minutes in length. Following each presentation, there will be 3 minutes for questions and answers. However, some sessions have extra time. In that case, each author may take proportionally more time. For example, if the session is 90 minutes, and there are 5 papers in that session instead of 6, then each author will have 15 minutes for their presentation and 3 minutes for questions and answers.
2. Each presentation room will be supplied with an overhead projector. Authors requiring any other media should verify with the Conference Coordinator that the necessary equipment will be available.
3. Each speaker should keep in mind that the audience can absorb only about five major points during the presentation. Your job is to select those five points and present them clearly.
4. Visual aids such as viewgraphs should be used to attract and hold an audience's attention and help reinforce what you say. **COLOR VIEWGRAPHS ARE ENCOURAGED.**
5. Surrogate presenters should be sufficiently familiar with the material being presented to answer detailed questions from the audience.
6. At the conference, each speaker should go to the lecture room assigned for his/her talk 10 minutes before the session begins to confer with the session chair.
7. Each speaker should prepare a short one-paragraph biography and give it to the session chair 10 minutes before the session begins.

Lecture Session Chair Instructions

1. You should meet your speakers 10 minutes before your session start time in the designated room for your session. You should collect and review the one-paragraph biographies from each presenter at this time.
2. You should instruct each author as to the time allocated to his/her poster. Each author should have prepared a lecture presentation that is nominally 12 minutes in length. Following each presentation, allow 3 minutes for questions and answers. However, some sessions have extra time. In that case, each author may take proportionally more time. For example, if the session is 90 minutes, and there are 5 papers in that session instead of 6, then each author can take 15 minutes for their presentation and 3 minutes for questions and answers.
3. You should introduce each speaker.
4. Warn presenters by standing up 2 minutes before their time limit has been reached, and then move up front right next to them if they do not conclude their presentation in a timely manner.
5. You will need to moderate and perhaps stimulate the question and answer time.
6. A student helper will assist you with the audio-visual equipment.
7. In the event of a no-show
 - Report no-shows to the conference registration desk or the technical program chair.
 - Try to fill the time with discussion, if possible, rather than moving to the next speaker, so that attendees can session-hop easily.

Poster Presentation Instructions at the Conference

1. You should meet your session chair and set up your poster in the assigned room 10 minutes prior to the session.
2. One of the authors must remain with the poster for the entire 60-minute or 90-minute session.
3. Take down your poster immediately at the end of the session. There is usually a different poster session after your own.
4. Prepare a 3-5 minute presentation that you can periodically give to those assembled around your poster. Be ready to give it several times as people move through the area.

Poster Presentation Instructions Prior to the Conference

1. Your poster should cover the **KEY POINTS** of your work. It should **NOT** attempt to include all the details; you can describe them to those who are interested. The ideal poster is designed to
 - Attract attention
 - Provide a brief overview of your work
 - Initiate discussion
2. Easels will be provided for all poster sessions. They measure 3.75 feet tall by 6 feet wide (114 cm x 180 cm).
3. **BRING ENOUGH PLASTIC PUSH TACKS TO ATTACH YOUR POSTER** to the board. Do not use Velcro to attach your posters, as it tends to damage the boards.
4. Carefully prepare your poster well in advance of the conference. There will be no time or materials available for last minute preparations at the conference. If you think you may need certain materials (such as tape, scissors, markers, etc...) to repair or modify your posters after traveling, **BRING THEM WITH YOU**.
3. The title of your paper should appear at the **TOP** in **CAPITAL** letters, about 1 inch (2.5 cm) high. Below the title, put the author(s) and affiliation(s).
4. The flow of your poster should be downward in columns, beginning at the **TOP LEFT** and ending at the **BOTTOM RIGHT**. Use arrows to lead your viewer through the poster.
5. Use color for highlighting and to make your poster more attractive. Think about what attracts you to posters and other visual displays.
6. Use text sparingly. Try to state your main results in six (6) lines or less, in lettering about 1.5cm (5/8 inch) tall. The smallest text on your poster should be at least 9mm (3/8 inch) tall.

Poster Session Chair Instructions

1. You should meet your presenters 10 minutes before your session start time in the designated room for your session.
2. Your task is to facilitate the discussion among the attendees and the presenters.
3. Supervise the setting up and taking down of the poster materials.
4. One student helper will be available to assist you and the authors.
5. Report no-shows to the conference registration desk or the technical program chair.