Presenter Guide

ABSTRACT TIME LIMITS/FORMAT GUIDELINES

Due to the high number of presentations, we will be enforcing the time limit very strictly, so please prepare accordingly.

8-Minute Time Slots (Oral Presentations)
Your scientific presentation is strictly limited to six (6) minutes, followed by two (2) minutes of questions.

5-Minute Time Slots (Mini-Sessions)
5-minute presentations (mini-talks): Your scientific presentation is strictly limited to three (3) minutes, followed by two (2) minutes of questions with only 5 slides.

PRESENTATION FILE TYPE

We support the following presentation file types and will have both PC's and MAC's to run your presentation:

Windows
PowerPoint .pptx (more features) or .ppt

MAC
PowerPoint .pptx (more features) or .ppt

FOR All Software: Use slide size "WIDE SCREEN" 16:9 Format

UPLOADING YOUR PRESENTATION

your files to upload to the tech table at the rear of the room at least 1-hour prior to your presentation time. We will upload and test them. Please bring your files on a USB flash drive or any USB device only please. Retrieving files from email is not recommended due to unreliable conference center internet. **YOU WILL NOT BE ABLE TO USE YOUR OWN LAPTOP.**

If you have any videos in your presentation, you must meet with the AV techs as early as possible during the conference to ensure that they run. If we cannot test them ahead of time, we cannot ensure that they will run properly. We recommend that you bring the separate video files with you just in case there is a problem. We have many tricks to ensure that your videos will run on both the MAC and PC platforms, but we will need the actual video files to rectify any problems.

We have many tricks to ensure that your videos will run on both the **MAC** and **PC** platforms, but we will need the actual video files to rectify any problems.

AT THE PODIUM

There will be a confidence monitor for your presentation viewing plus a slide advancer, and a pointer. Additionally, there is a countdown timer next to the monitor to inform you of your presentation time.

Note: "Speaker Notes" are not seen on the podium monitor, so if you need them print them out ahead of time.