

Instructions for Presenters

Presentations

- Check the **Detailed Program** to determine when and where your paper is being presented. Sessions are number sequentially.
- If your name and paper do not appear, please contact the conference staff at the registration desk immediately (or conference organizers before the conference begins).
- Please introduce yourself to your Session Chair, and have a short biographical sketch for Session Chair. The Session Chairs should be in the presentation room 15 minutes prior to the session start time.

Length

- Please check the schedule for the exact presentation time, length and location of your presentation.
- Most papers are 30 minutes in length, with 25 minutes of presentation and 5 minutes of questions.
- Keynote presentations are 60 minutes in length.

Handouts

- Any handouts are the responsibility of the presenter.
- There are no copying facilities close to the conference center, so please ensure that you bring sufficient quantities of any handouts you wish to distribute.

Audio/Visual Equipment

- Overhead projectors and data projectors will be provided in all rooms.
- The Conference does not supply the computers to be used with the data projectors.
- Please make arrangements to bring your own laptop computer, or use someone else's.

Backup

- We strongly recommend that you also bring overhead slides as a backup in case of technical difficulties. As well, bring your presentation on a floppy disk or CD-Rom.

Posters

- Please check with the registration desk when you arrive to confirm your poster and board number.
- GI/VI posters will be presented all day on Wednesday and Thursday morning. All posters will be presented on Thursday afternoon and all day Friday.
- All GI/VI posters are required to be removed by 13:00 Thursday afternoon.

- Please ensure that your poster is removed promptly. If your poster is not removed on time, it will be disposed of by the conference staff.
- Authors are asked to be available during their scheduled session for presentations.
- Poster board size is 4'x4'. Locations of poster boards will be available shortly.

Proceedings

- Proceedings of your conference are included in your kit by way of a proceedings ticket.
- Extra copies of your conference proceedings, or copies of the other conference proceedings, can be purchased at the registration desk.