

SERMACS 2008 Presenter Information

Oral Presentations

Each speaker will typically be scheduled for 20 minutes or more depending on the session type, how many speakers are scheduled, and what arrangements have been made with the individual organizer. However, the length of each talk is ultimately determined by the organizer of the specific session. The organizer will contact each speaker regarding the scheduling once the session logistics have been completed.

The session organizer will ensure that a laptop computer will be present for speakers to use. Presenters may choose to bring their own laptop computer. Power Point presentations shall be compatible with Office 2003. Organizers providing laptop computers should have available, on their computers, Power Point Viewer 2007. Each room will be equipped with an LCD projector, screen, and podium. Only those rooms with seating of over 100 will be equipped with an audio system and lapel microphones. A presenter "ready room" will be available for presenters to use a projection system to verify proper functioning of presentation files and/or hardware.

No provisions have been made for alternative presentation equipment (overhead or slide projectors will NOT be present.) Talks will start as scheduled, thus withdrawn presentations will not affect the start time of subsequent presentations.

Poster Presentations

Poster sessions will be scheduled throughout the day on Thursday and Friday of the meeting, with mixed topics during each session. A separate undergraduate poster session will be held on Saturday. Each presenter will have the use of a designated free-standing board that offers a 4-foot tall by 6-foot wide display area. The session organizers will inform each presenter of the session they are assigned to, the scheduled setup time, the scheduled time to accompany the poster display, and the scheduled take-down time. Pushpins will be provided to assist in affixing the display materials to the board.