

## **Instructions to Speakers Participating in Scientific Sessions**

Each speaker is expected to prepare a 12-15 minute presentation which provides the following: (1) a clear, concise statement of the problem or challenge that is being addressed; (2) a description of the methods used; (3) a summary of the performance and/or results; and (4) an indication of future directions and (5) time when the presenter will be manning the electronic poster (see below). After each presentation, time has been allotted for a brief question and answer period.

In addition to their oral presentations, speakers are expected to prepare "electronic posters" which offer a logical extension of their oral presentations which enable interested parties to receive a detailed description of the project. The format of an electronic poster is up to the speaker. The conference will provide a networked PCs on which the speaker can run programs, present data, display images or additional Powerpoint slides, link to web sites or any show any other material would enhance, explain or document the material presented in the oral presentation.

The electronic posters should provide information as to the times that the authors will be manning it and available for questions. The overall goal of this format is to encourage discussion among participants and presenters. The presentation and the electronic poster should work together, the short presentation giving the major points, and the poster filing in the details.

A list of papers to be presented in each session will be posted by the conference organizers outside the door of each room. Speakers are urged to meet with one of their session co-chairs in advance of their session in order to (a) confirm that they are indeed present and will be presenting their paper and (b) to provide the chair with some rudimentary personal information for purposes of a proper speaker introduction and (c) to test their visual aids (especially computer systems) with the provided equipment. A minimal introduction of a speaker by a session chair would include the names and positions of the primary author of paper as well as the title of the paper.

It is extremely important that the speakers keep to the 12-15 minute limit.

A uniform schedule has been established for each session so that attendees can move easily from one to another without missing much of any presentation. Speakers must closely follow this schedule. If speakers do not appear in time for their presentation, they shall be rescheduled for a later time in the program or be cancelled. In the event of a "no-show," the session chair will call a session break until the next regularly scheduled presentation. Speakers running overtime will be asked by the chair to come to closure. These procedures have been established so that attendees can be certain when presentations of interest are occurring.