

## **Oral Presentation Instructions**

Oral presentations are scheduled for 15 minutes total including presentation, discussion, and transition. Session chairs will be instructed to give warnings at 8 minutes and 10 minutes, and to cut off presentation or discussion if necessary to allow for a timely transition to the subsequent talk.

## **Speaker Presentation**

Presentations must be submitted in Stanley Hall Room 179 by 5:00 p.m. of the day preceding your oral session. The presentation can be previewed in the room.

All presentations must be pre-loaded onto conference computers (**Mac OS 10.10**).

Presentations will not be accepted in the meeting room. Personal laptops **WILL NOT BE ALLOWED** for presentations.

Presentations will be accepted in PowerPoint, Keynote, Acrobat, Windows Media Player, and Apple Quicktime player, in standard aspect ratios 4:3 or 16:9.

Please make file name of your presentation as follows:

RoomName(Stanley or Sibley)Day(Mon, Tue, Thu, or Fri)StartTime(4 digit)FirstAuthor

Example: SibleyMon0845Yesiltas.pdf or StanleyMon1330McKeegan.pptx

## **Special Instructions for MONDAY Speakers**

Monday's oral presentations should be submitted on Sunday between 2:00 and 6:00 p.m.