

## GUIDELINE FOR PRESENTERS

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### **Oral Presentation**

A list of the Moderators for Oral Sessions will be made available for download when it becomes available.

Oral presentations are limited to 15 minutes (10-min. talk and 5-min. discussion) and one person as presenting author. Speakers are to pay particular attention to the quality of their visual aids, rehearse their presentation thoroughly and stay within their allotted time.

All of the APS session rooms will be equipped with a data projector, screen, laptop computer, lavalier, table, and aisle microphones. Presenters do not have to bring their own computer. There will be a laptop computer that will be available in the session room which will have *Windows XP Professional* installed. There will also be several software programs available on the computer including: *Microsoft Office XP*, *Adobe Acrobat Reader*, *QuickTime*, and *Windows Media Player*.

Using your own laptop computer for a presentation is allowed in the session room; subjected to connection availability. There is no Internet access in any of the session rooms.

There is no Speaker Practice room for presenters.

### **Poster Presentation**

Posters will be displayed continuously during the conference. Poster stands and tacks for mounting will be provided at the conference. Posters can be mounted on the evening of March 1, 2010 from 4 - 7 pm. Each poster presentation must have at least one author present at the conference poster sessions. AV equipment is not permitted in the poster session rooms. The specifications of the poster are as follows:

- Poster presentations are to be prepared for an A0 size poster (841 mm x 1189 mm).
- Abstract titles, names, and affiliations should appear on the top of the poster.
- A simple sans serif-face font (e.g., Helvetica) should be preferably be used.
- Lettering for the title should be at least 15 mm tall. The authors' names and affiliations may be somewhat smaller.
- Lettering for text and illustrations should range in size between 6 mm and 12 mm.
- Authors are urged to include photographs to assist in author identification.

Do not prepare a poster as if it were a manuscript. Primarily use tables and figures and limit verbage. Details of the work can be provided in discussions with interested parties. Presenters will receive an assigned space number prior to the conference.