

Guidelines for Oral Presentations:

Each oral presentation will be 20 minutes including a 15 minute presentation with 5 minutes for question and answers. It is very important that presentations fit within these constraints as we will have multiple concurrent sessions at the conference. Typically, this would correspond to a PowerPoint presentation of about 15 slides, following the guideline of one slide per minute of presentation.

1. All presentation rooms will be equipped with Windows operating system PCs with PowerPoint 2010, which is back compatible with all older versions of PowerPoint for Windows. All presentations must be in PowerPoint for the Windows operating system.
2. Presenters must use conference computers for presentations. No private individual computers are permitted.
3. All music and video used in presentation must be embedded in the PowerPoint.
4. A dedicated presentation practice/computing laboratory will be available for your use on Monday and Tuesday.
5. Your PowerPoint presentation should be *submitted on a thumb-drive **prior** to your scheduled presentation time **when you check in at the conference**. Please label your file simply by **last name and Session #** (example: Chamberlain_Session 22). Presentations will be downloaded and thumb drives returned to presenters.*
6. All presentations must be made in English.