Hilton Head 2008

Solid-State Sensors, Actuators, and Microsystems Workshop

PODIUM PRESENTATION GUIDELINES

1. Please review the attached final program and make sure you identify the date and times of your session.

2. As a reminder, you are required to bring your presentation on **your own computer**. In addition to bringing your own computer laptop, please bring your presentation on a CD-ROM (ZIP or floppy disks are NOT acceptable) or USB flash memory stick. This will be used as a back-up in case your own computer has a problem. The complexities of software compatibility are such that the conference is unable to guarantee that your presentation will be delivered correctly if you elect not to bring your own computer, especially if your presentation uses features such as embedded animations, video clips and sound.

3. You are required to be present at your session 15-20 minutes before the start of your session to meet with the Audio Visual Technician and session chairs to connect your laptop and answer any questions that you or they may have.   You will find them near the stage.

4. If you want to check your presentation (test run) you will need to come either in the morning (7:00 a.m. - 7:30 a.m.) or during the lunch break prior to your session. Tests will not be done 30 minutes prior to the beginning of a session. This time is only for connecting computers to the switcher.

5. The session chair will have your speaker information to use for your introduction. Please assist the session chair with the correct pronunciation of your name. If you want to review or add any information, please see the session chair in charge of your session.

    a. For MAC users please make sure you are familiar with your settings to send the signal to the LCD projector (i.e. mirror image). If you are not, please make sure that you see the AV tech prior to the 30-minute set-up period.

    b. **IMPORTANT - ALL laptops MUST have the sleep mode turned OFF prior to connecting to the switcher. This will save time at the podium.**

    c. A laser pointer and a lavalier microphone will be provided.

6. Please remember to strictly observe and not exceed your allotted time. The session chairs will make sure that your total time is STRICTLY observed. Your 5 minutes for questions are not to be used for your presentation. If the audience has additional questions they will be asked to discuss this with you after the session.

    Podium   20 minutes for presentation and 5 minutes for questions
    Late News   10 minutes for presentation and 5 minutes for questions