

INSTRUCTION FOR PAPER PRESENTERS

1. Insure that your paper is scheduled in the Proper session per the schedule. If there is a conflict for legitimate reason, get in touch with the conference administration and request adjustment.
2. Prepare a legible short Bio (Maximum 1/2 page. Name the paper title on the top of the page).
3. Meet the session chair prior to the session, introduce yourself and present him/her with your bio. Make sure that he/she will pronounce your name properly, or that you will introduce yourself and your co-authored prior to the presentation.
4. Maintain the time-line, and periodically “eye” the session chair that may motion to you the time left for your presentation.
5. Leave time for few questions and answers (5 minutes). If there are more questions than the time allowed, make yourself available after the session or during the breaks for answering questions.
6. Bring with you personal cards that you may exchange with interested parties.
7. On the presentation:
 - a. Prepare your presentation as a power point presentation, highlighting the important points in the paper.
 - b. It is your responsibility to load the presentation on the computer. Hence, if you have the presentation on a magnetic media, make sure to load the presentation prior to the session start. Request assistance from Session Chair or conference administration if there is a problem.
 - c. Remember that the presentation is for 10-15 Minutes. Hence, between 8-10 slides is a fair estimate for the number of slides in your presentation. Other supporting slides may be available and can be retrieved in answering specific questions.
 - d. Make the slides readable and do not crowd it to avoid losing the audience. In this regard it is suggested that you rehearse the presentation if you are first time presenter, for timing and readability.
 - e. If you cannot do the “Flipping” of slides yourself, you may ask your co-author or the session chair for assistance in this regard.
 - f. The conference administration “Cleans” each computer after each session; however, if you want to remove your presentation yourself, you may do that after the conclusion of the session.

Good Luck for a Successful Presentation.