

Directions & Information

MINI-SYMPOSIUM PRESENTERS

The presenter schedule is very tight. We really *must* stay on schedule.

- To save time, we encourage presenters to upload your files onto the desktop of the house computer in the NEC Auditorium on **THURSDAY 3-5 p.m.**
- Please begin the file name of your presentation file with your first and last name. You may add a couple numbers or letters after your name if it is a common. Just keep it simple so the moderator can access it with ease.
 - e.g., millmiller.pptx
 - e.g., millmillerv3.pptx
 - e.g., millmillerCoSMFest.pptx
- The NEC auditorium will be accessible from 3-5 p.m. Thursday October 25 so that presenters can become familiar with the A/V interface and the room lighting controls. There will be personnel who are fluent with the equipment and will happily help you feel confident.
- If you wish to use your own laptop, you may connect to the projectors using a VGA adapter, and HDMI connection or using equipment via web connection. Depending on how you connect, you may or may not be able to use PowerPoint's presenter mode. Please practice hooking your device up to the podium on Thursday.
- *If you do not upload your presentation Thursday*, please be prepared to upload the file during the break preceding your presentation. **There will not be time for presenters to upload right before your talk.** Time lost to set up will be subtracted from your presentation time.
- Presenters should not exceed their 10 minute allotment. This will leave 3 minutes for questions.
- You will receive a subtle signal from a moderator at the 8 minute point in your presentation. A less subtle signal will be given at the 9 minute mark. **You will be cut off at the 10 minute mark.** This means you have enough time for about 5-9 slides. If you talk for 10 minutes, you will have 3 minutes for questions. If you end earlier than 10 minutes (yea!), there will be more time for questions. Please manage your time.