

Instructions to Speakers, Poster Presenters and Session Chairs

1. Each presentation room is equipped with an LCD projector, screen, lavalier microphone and pointer. Speakers must provide their own laptop computer. (Speakers are responsible for making advance arrangements with the designated AV provider for any additional equipment. The speaker is responsible for the cost of renting any additional AV equipment).
2. Speakers: arrive prior to the start of the session and introduce yourself to the chair.
3. Speakers should test their laptop presentation in the Speaker Ready Room (Room 252 AB) prior to the session.
4. A cable TV monitor in each room will be used to time the sessions.
5. Contributed papers are limited to 10 minutes with 2 additional minutes for discussion and 1 minute for transition to the next presentation and introduction of the next speaker. A warning via the monitor will be given at 8 minutes indicating that the speaker has to finish in 2 minutes. At 10 minutes, a warning will indicate that the speaker's presentation time is over. At 12 minutes, a signal informs the speaker and audience that the transition to the next speaker must take place.
6. Minisymposia papers are 20 – 22 minutes long with 3 – 5 minutes for discussion and 1 minute for transition to the next presentation and introduction of the next speaker (total 26 minutes). The timing system is based on standard 13-minute slots, so there will be audible and visual signals in the middle of the 26-minute minisymposium time slot that should be ignored. Signals at the end of the talk will correspond to the standard 13-minute talks, so there will be no signal warning the speaker or chair of the end of the 20 – 22 minute presentation period.
7. Invited lectures are 30 minutes long with an additional 5 minutes for discussion and 5 minutes for transition to the next lecture.
8. The Andreas Acrivos Dissertation Award Lecture and Francois Frenkiel Award Lectures are 17 minutes with 3 additional minutes for discussion and 5 minutes for transition to the next presentation (total 25 minutes). The Otto Laporte Lecture is 50 minutes with 5 additional minutes for discussion and 5 minutes for transition to the next presentation (total 50 minutes).
9. Check the Corrigenda and the "program changes board" to determine if there are any changes to the program that might relate to your session.
10. Use lavalier microphone properly. The microphone must be placed no more that 6" below your chin. (Often, reported microphone "problems" are merely a matter of having the lapel microphone placed too far from the speaker's mouth or to the wrong side when the speaker is alternately facing the audience and the screen.)
11. Be prepared to stop when signaled by the Session Chair to do so.
12. Retrieve your presentation audio-visuals at the end of your talk.

Information for Poster Presenters:

DFD 2007 Annual Meeting, Salt Lake City, Utah
November 18 – 20, 2007

Day/Date/Time: Monday, 19 November, 15:35 – 17:00

Location: Exhibit Hall, Ballroom A – D, (South Wall)

Set-up: Boards will be in place by 17:30 on Saturday, 17 November. Authors may set-up posters anytime between 17:30 and 20:00 on Saturday, 17 November or between 07:30 and 09:30 on Sunday, 18 November.

Entries are to be mounted in the numbered space that has been reserved for it. Refer to the poster session listing on page 15 of the synoptic for assigned number (this will be in your registration packet). Velcro is recommended as the best way to attach posters to the boards.

Presenters must bring their own supplies for mounting their posters.

Presentation: Poster authors must be by their board for the session on Monday.

Dismantling: Posters must be removed by 11:30 on Tuesday. Those not removed will be thrown away.

Additional Notes to Session Chairs

1. Arrive in the presentation room at least 10 minutes prior to the session start time. Just before the session begins, briefly introduce yourself and explain the timing system to the audience.
2. Start the session on time. Announce the first abstract and author when the monitor timing system signals the beginning of the talk. Keep in mind that the session must end on time, and the last speaker has just as much right to an audience as does the first speaker.
3. Adhering to the timing signals is the responsibility of the Session Chair. The purpose of these timing signals is to allow attendees to move from one session to another and to be able to rely on the exact time of each presentation. Speakers must be asked to stop when their allotted time is up.
4. If the program agenda indicates that a presentation has been withdrawn or should a speaker fail to appear, allow the preceding discussion to continue, or suspend the session until it is time for the next scheduled abstract. At the end of the session, call again for the regularly scheduled abstract that was missed, if time allows.
5. If you encounter problems, you should immediately alert the staff at the APS Registration Desk, or the AV technician.