

INSTRUCTIONS FOR SPEAKERS

1. Before the Talk

Get together with the moderator of the session to inform him/her of who will be presenting the talk and how to pronounce the names of all authors.

Please deliver your slides to the projectionist during the break before the your talk is scheduled. Your slides should be in a carousel that is compatible with Kodak projectors.

2. During the Talk

Each speaker is allotted a maximum of 20 minutes. You should try to reserve approximately 5 minutes for questions.

The moderator is responsible for keeping the session on schedule. The moderator will be controlling a light panel on the speaker's podium.

After 14 MINUTES, a GREEN LIGHT will appear for advisory purposes.

After 15 MINUTES, a RED LIGHT will appear to notify you that you are now using up the question/answer period.

After 18 MINUTES, the moderator will stand up and approach the podium.

After 20 MINUTES, the moderator will interrupt you, ask you to be seated, and begin introducing the next speaker.