

**Oral Presentation Guidelines for Presenting Authors**

# Your cooperation is appreciated in keeping the meeting on schedule for the benefit of all attendees. Please note the following guidelines:

Authors must be prepared before presenting to allow fast and easy transition from one talk to another to avoid unnecessary delay between presentations.  All talks are limited to the amount of time listed in the program.

* **Standard Audio Visual Package**: LCD projector, screen, laser pointer and wireless lapel microphone will be available in the presentation room.
* **Speakers:** Presenting authors should bring their laptop computer, power cord, and any proprietary cords required by their computer.
* **Oral Presentation**: Plenary talks are 40 minutes, Invited talks are 30 minutes and Contributed talks are 20 minutes (set up and Q&A are included within this timeframe).
* **Audio Visual Assistance**: Only minimal audio-visual assistance can be expected from your session chair. If a problem arises, please relay the issue to the IIT registration desk, who will contact the appropriate personnel.
* **Security**: IIT is not responsible for the security of any personal equipment.