

## **AUDIO-VISUAL GUIDELINES FOR PRESENTING AUTHORS**

LCD projectors will – *and overhead projectors will not* – be included in the standard audio-visual package provided in each meeting room. To ensure the effectiveness of computerized projection, it's important that you be familiar with the following guidelines. Your cooperation will be appreciated and will help keep the meeting on schedule for the benefit of all attendees.

- The standard audio-visual package in each meeting room will consist of an LCD projector, screen, pointer, and wireless lapel microphone. PLEASE NOTE: Due to extremely limited use at recent meetings, overhead projectors WILL NOT be included in the standard package.
- Please inform your symposium organizer of any requests for overhead projectors or other audiovisual equipment NOT included in the standard package. IMRC will do their best effort to provide special equipment.
- *Authors must provide their own laptop computer, power cord, and any proprietary cords required by their computer.*
- IMRC is not responsible for the security of any personal equipment.
- Because meeting attendees plan their days according to the program schedule, published presentation times must be maintained. It is important that talks do not start late or extend past their scheduled conclusion because of equipment setup or associated troubleshooting.
- It is the presenting author's responsibility to ensure that his/her computer is turned on and properly connected to the LCD projector no later than the "break" immediately preceding the scheduled presentation. Break, in this sense, refers to the period of time before the first talk in the morning, from 14:00-16:00 p.m., or during the morning and afternoon coffee breaks. **Switches that enable simultaneous hookup of multiple computers to the LCD projector, thereby allowing fast and easy transition from one talk to another, will be provided.**
- Minimal audio-visual assistance on non-technical details **ONLY** can be expected from your session chair or the symposium assistant. Neither IMRC staff nor the audio-visual supplier can be in each room to help set up your presentation; however, there will be technical personnel on site to quickly address unforeseen problems.
- **Although authors must provide their own computers, they should also back up their presentations (e.g., on a disc or memory stick)** in case of unforeseen compatibility or setup difficulties between their personal laptops and the LCD equipment. Remember, all talks will be limited to the amount of time shown in the program **including** time to set up.

## ***POSTERS INSTRUCTIONS***

- The size of the board is 100 cm width x 250 cm height; the suggested poster size is 90 cm width x 120 cm height.
- Poster should be setup between 16:00 and 18:00 hrs on your assigned day.
- The poster sessions start at 18:30. From this time on, posters not pinned up will be considered “No Shows” and their name and number will be taken down.
- The poster sessions ends at 20:30, posters should be removed the same day.

## ***IMRC POSTER AWARD***

There is a prize for the best student poster of each session. This prize consists of a full-paid trip to MRS-Spring Meeting 2011 in San Francisco, California to present the winning poster.

In order to participate in this award, your poster should be in place at the beginning of the poster session.