AT CONFERENCE

Upon Arrival:

Audio/Visual Practice Rooms – *Located outside rooms 309 & 310 in the Esplanade area*

Practice rooms are provided for:
- for last-minute polishing
- to rehearse your presentation in front of friends or colleagues
- to fine tune your timing

Sign up for the use of the A/V Practice Room to rehearse your presentation. Sign-up sheets with time slots are hanging beside the doors of the practice rooms.

You can only sign up for a maximum of two hours practice per day in total (not per room) in order to give everyone the opportunity for last-minute rehearsing. There can be a maximum of three people in one cubicle at the same time. If you feel the need to deviate from these restrictions, please ask the AV consultants, who can be found in the adjacent practice rooms.

Before You Speak:

You are required to attend the Speakers' Breakfast on the Day of Your Presentation

- Meet your Session Chair to go over details of your presentation and answer any last minute questions. You must arrive 15 minutes prior to your session to load your presentation on the computer in the meeting room.
- Make sure that your Session Chair has the material needed to introduce you appropriately.
- A member of the Presentation Help Desk staff will be available to answer any unresolved questions. If you still have any questions, make sure to pose them at the Help Desk.
    - Make sure you have the latest versions of your presentation with you on external media ready to load on the computer in your auditorium during a break or at the latest 15 minutes prior to the beginning of your talk. You **can NOT** present directly from your laptop. In case this poses a problem, contact Kathy Embler.

15 minutes prior to your session:
- Work with the Session Chair to ensure your file is properly loaded on the computer.
- The Chair will introduce each manuscript in order of the program. If by some chance a speaker is missing, the Session Chair will announce that fact and leave a hole in your session. The audience at DAC usually computes the exact time and place of the manuscripts they wish to attend well ahead of time and so we cannot move manuscripts forward.
- Sit in the front row, near the podium and move to the podium when your manuscript is first introduced.
    - Setting up to present; approaching the screen:
        - Every screen has at least one leg designed to trip the presenter! Clear your walking area.
    - Portable microphone:
        - Place it high on the central collar.
        - Under the chin – it does not have to be in front of your mouth.
        - Do not place it on a side collar; moving your head from side-to-side should not be the volume control.
        - Do not place it too low; the volume will have to be turned up and feedback is inevitable.

While You Speak:

You have 12 minutes for your presentation and 3 minutes for question and answer and transition to the next speaker. Do not go over your limit. Each room has a timer controlled by the Session Chair. It has a green light on for the first nine minutes and a yellow light for three minutes indicating that it is time for Q&A and then the red light time is up and you must finish. If you have not finished as the red light comes on, within 15 seconds the Session Chair will rise and stop your talk in mid sentence! It is also not good to finish too early, so work on the timing.

- Begin by thanking your Session Chair.
- Conclude your presentation by saying "thank-you" forcefully. This keys the audience that you have finished and they should applaud or wait for the Session Chair. Invite the audience to visit your poster presentation after the session conclusion.

After You Speak:

All speakers are required to participate in a 30-minute poster session immediately following the presentation portion of their session (after all speakers have presented) to enable interactive discussions with the conference attendees.

- The session chair will direct all audience members to meet you at your poster for further discussion.
- Please read the poster guidelines and set up instructions (link below) based on the day of your presentation.
- Make sure DAC has the correct, final version of your slides (on the presentation computer) to post with your manuscript on the web for the DAC archives.