# Speaker Instructions (TopFuel)

* Bring your slide presentation (on a USB drive) to be loaded to the session room laptop. If you are not able to use a USB drive, make alternate arrangements with your Session Chair. You will not be able to use your own laptop and must use the conference-provided laptop.
* On the day of your session, report to your Session Chair in the room assigned for your session (as listed in the program) at least 15 minutes before the start of the session. If you have not already done so, please provide the Chair with a very brief biography for introductions.
* Please limit your presentation to 25 minutes. This time includes a 5-minute discussion period following the formal presentation of your paper.
* Do not ask the Session Chair to reschedule your paper within the session. Many attendees schedule their attendance at various sessions in accordance with the times listed in the program.
* Technical session rooms will have the following equipment:
  + Laptop computer
  + LCD projector, screen, and laser pointer (LCD projectors will be able to project a resolution of 1024X576)
  + Wireless microphone