

Speaker Instructions (Winter Meeting, IHLRWM)

- **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.
- Paper presentations will be 15 minutes in length. Your 15-minute presentation will be followed by a 5-minute discussion period.
- Use of the meetings' PowerPoint templates (find on Winter Meeting Resources page and IHLRWM main web page) is optional.
- To find or confirm your presentation time, use the Search the Program box in the Technical Sessions program. You can search by your name.
- All presenters and panelists need to be registered for the meeting.
- When you first check in to the meeting at the registration desk, please stop at Speaker Check-In to let us know you are in attendance.
- 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.
- 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 order of presentations 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
 - VGA cable