



## PRESENTER GUIDELINES

### Poster Presentation Authors

The poster session will be held Tuesday evening, June 7, from 5:30 – 7:00 pm in the Caloosa Room (the same room as the symposium). One foam board will be provided for each poster; the foam boards are 40 inches x 60 inches (101 cm x 152cm). You may determine the orientation of the board (portrait or landscape), as they will be set on easels.

Set-up should be complete by 5:30 p.m. You may begin set up of your poster as soon as you see the foam boards are set. Push pins and Velcro will be provided for you.

Posters can remain posted up until Wednesday afternoon. Please note, the area is not secured; ICDD is not responsible for any posters left by the author(s).

### Oral Presentation Authors

Oral sessions will be held Tuesday, 7 June – Thursday, 9 June in the Caloosa Room. Please be sure to consult the Conference Program, available on-line:

<http://www.icdd.com/ppxrd/14/program.htm> for the exact time of your presentation.

- Patent Issues Talk:** 60 minutes (45 minutes for the talk, 15 minutes for discussion)
- Invited Talks:** 45 minutes (40 minutes for the talk, 5 minutes for discussion)
- Contributed Talks:** 30 minutes (25 minutes for the talk, 5 minutes for discussion)

All speakers are asked to meet with their Session Organizer 5 minutes before the start of their session, to assure the organizer that you are present.

#### Each room will be equipped as follows:

- A screen and a video projector (beamer).
- A laptop computer running Microsoft Office 2013, and the latest version of Adobe Reader. If using the laptop provided, please bring your presentation on a memory stick, and meet with the chair before the start of the session to load your presentation. You may also use your own personal laptop. Please meet with the chair before the start of the session to test and connect your laptop to the projector.
- Wireless microphone
- A remote presenter (mouse) with laser pointer.

### On-line Access to Presentations

ICDD will create a private web site containing any available workshop or session presentations given at this year's symposium. If you made a presentation (poster or oral) and would like your work included on the web site, please email the file to: [Zulli@icdd.com](mailto:Zulli@icdd.com). PDF format is preferred.

Please note, posting on the website is not mandatory, and offered only as a courtesy to our presenters and attendees. After one year, the information is made public on our web site. Instructions for viewing the presentations will be sent to attendees at the conclusion of the symposium.