

2010 GSN Symposium

Guidelines for Oral Presentations

- Unless otherwise arranged, length of talks is strictly limited to 20 minutes.
- Included in the 20 minute talk period should be 1-3 minutes for questions and comments at the end.
- Talks should be in Powerpoint format (other formats are permitted but authors need to inform their session chair so that arrangements can be made).
- A good rule of thumb is to plan for 1 minute per slide. Speakers are strongly encouraged to limit the number of slides to under 40.
- A 5-minute notification will be given to each speaker by the session chair.
- Speakers are strongly encouraged to practice their presentations prior to the meeting. Good presentations are succinct, well organized, and practiced under a watch.
- Speakers should be present at the start of their respective sessions. There will be a presenters table at the front of each room.
- Session chairs are responsible for arranging a time and place in which to collect presentations. All presentations for a session should be loaded onto a memory stick and checked for problems before the session start time. Laptops will be provided.
- Speakers should attend the "**Speaker Breakfast Orientation**" at 7:30 AM the day of their respective session. The orientation will allow speakers to meet session chairs and chairs to plan their sessions accordingly. Swapping of Powerpoints onto a common memory stick should take place at the Orientation, and the presentations should be loaded and played to make sure there are no glaring issues. This room will serve as the speaker ready room and will remain open during the meeting.
- Please inform session chairs of any changes to your presentation (change in speaker, cancellations, audio/visual needs beyond Powerpoint, etc.).
- Monday and Wednesday "plenary" sessions will have dual projectors and screens with a central podium; Tuesday's concurrent sessions will have a single, centrally-located projector and screen per room and a podium on the side.
- Please refer to the technical sessions webpage for a list of talks and on-line abstracts: <http://www.gsnv.org/symposium/Venue/TechnicalSessions/TechnicalSessionSummary/tabid/207/Default.aspx>
- Questions? Please contact your respective session chair and/or the overall technical sessions chairs (Fred Breit and Mike Ressel; technicalsessions@gsnv.org) for answers.
- We look forward to meeting you and watching/hearing your well-orchestrated presentation!