

## **Guidelines for Presenters and Session Chairs – MARM 2008**

1. All speakers and session chairs must register for the meeting. The advanced registration deadline is Monday, April 28<sup>th</sup> and can be done at [www.marmacs.org](http://www.marmacs.org). Any registrations after this date will be charged and the full rate and must be done on-site.
2. All presenters should have received an acknowledgement email from the “acs” indicating the location, date and time of your presentation.
3. For emergency technical problems go to the MARM Operations Center room MC-31 (lower level of Medical Arts building).

### **Oral Presentations**

1. MARM will provide a LCD projector and a screen for your presentation. The preferred format is “Powerpoint”.
2. It is recommended that you contact your session chair prior to the meeting and email him or her your final presentation.
3. Plan to arrive at least 20 min prior to the start of your symposium to meet your session chair. Be sure to inform your session chair of any important title or name pronunciations.
4. Presenters are welcome to bring their laptop computers. However, if you don't, it is preferred that you save your presentation on a “flash drive”. Note that with CDs, sometimes compatibility problems occur. Submit your presentation to your session chair at least 20 min. prior to the start of your session. If you have your session chair's email address, you may email your presentation ahead of time.
5. Pay attention to the time that you have been allotted for your presentation. To make for a dynamic and interesting presentation, save at least 5 min for discussion.
6. Due to a tight schedule, we will not allow presentations to run over their allotted time.
7. You are encouraged to continue discussion at coffee breaks, lunch and dinner.

### **Oral Session Chairs**

1. Your responsibilities are as follows:
  - a. Contact your speakers prior to the meeting and have them email their final presentations to you.
  - b. Prepare an introduction slide for your symposium and include sponsor information. (A sample is available at the Instructions for Presenters and Session Chairs page of the MARM website.)

- c. Show up to your room at least 30 min prior to the start of your session.
- d. Bring in your laptop computer for your session, if you do not have one, let us (Jack Norton, John Sowa) know.
- e. Meet your speakers and obtain title and name pronunciations.
- f. Upload your speakers' presentations prior to the start of the symposium.
- g. Keep your symposium running on time. Inform the speakers of 5 min, 2 min, 1 min deadlines using a hand signal or a handwritten sign.
- h. Encourage speakers to save time for questions and discussion within the allotted time.
- i. Fill out acs form tracking attendance in your session. This is picked up and returned in room MC-31.
- j. Handle reimbursements with your invited speakers.

## **Poster Presentations**

1. The poster boards can fit a maximum size of 48 inches wide by 36 inches high.
2. Please arrive 30 min prior to the start of the poster session to mount your poster; we will provide thumb tacks.
3. It is an excellent idea to practice a 2 – 3 minute overview of your poster and present that overview to interested attendees.
4. It is also an excellent idea to provide preprints, reprints, business cards if available.
5. Please be present at your poster for the entire scheduled time.
6. Posters must be removed 30 min after the session is over.

## **Poster Session Chairs**

1. Your responsibilities are as follows:
  - a. Provide poster boards, easels and thumb tacks for mounting posters.
  - b. Number the poster boards 1 – 100.
  - c. Be available at least 30 min prior to the start of your poster session to assist with questions and mounting of the posters.
  - d. Be present to assist with technical problems and questions that your presenters may have during the session.
  - e. Fill out acs form tracking attendance in your session.
  - f. Make sure that all posters are removed 30 min. after the session has ended.