

## **Presenter Guidelines - Keynote & Oral Presentations**

PSE 2018 has four parallel session tracks and each session track will be moderated by a Chair. Each track consists of a series of 20-minute Oral presentations and some tracks include a 40-minute Keynote presentation. Speakers with a 20-minute slot should plan to speak for 15-17 minutes, and Keynote speakers should plan to speak for 35 minutes, with the remaining time to be used for questions and the transition time including speaker introductions by the Session Chair.

**Due to the tight presentation schedule, you will need to bring your presentation on a thumb drive to the meeting room at least 15 minutes in advance of the START of the session.**

We will have student assistants in each room to assist you in transferring your presentation to the presentation laptop. They will be available to answer your questions and help you with any issues.

We will also have a remote slide advancer with laser pointer for your use.

### **Presenter Guidelines**

- PowerPoint slides should be prepared for a widescreen (16:9) format for best readability with our projection parameters.
- Internet will NOT be provided.
- Test the readability of your presentation before the meeting.

If you have any conference questions please contact the PSE 2018 Conference Manager, Robin Craven.