

Presenter Information

All rooms are equipped with the following items:

1. Projector w/adapters
2. Screen
3. Podium
4. Mic (depending on room size)

Presenter must furnish their own computer and any additional equipment/items needed for the presentation not mentioned above.

Presenter is encouraged to arrive at their assigned meeting room prior to the presentation before theirs in order not to disrupt the current speaker.

Abstracts of 100 words or less are required with the completed Call for Paper form. This will assist us in placing your presentation into a group of similar topics, which should help give you an audience with common interests.

If your presentation is accepted, the GCC expects that you or your designee will make the presentation. Failure to appear or failure to reasonably notify GCC of a cancellation will result in sanctions against future presentations. In fairness to our members who may travel at great expense and time to hear your presentation, please adhere to the above requirements. You will be notified by email if your presentation is accepted.

Poster Information

All Posters should be placed on the Poster Boards provided in the South Lobby on Monday afternoon or Tuesday morning by 9:30 AM and taken down by Wednesday afternoon at 5:00 PM. Your scheduled time to be with your poster to answer questions attendees may have will be posted on the website, in the program, and on signage in the convention center.

All Poster Boards provided for poster sessions are 4' x 8'. You may have a series of posters or a single poster as long as it stays within the confines of the 4' x 8' poster board provided. GCC is not responsible for any posters left by the author(s).

Moderator Information

Your scheduled session along with the Presenters bio's will be emailed to each moderator prior to the conference and your paperwork for recording attendance/comments will be placed in the meeting rooms.

The following are duties expected of our moderators:

1. Attend your assigned session. A Typical session is 2-3 hours long.
2. Introduce each speaker and the title of their presentation.
3. Record the attendance at each presentation.
4. Record any concerns and/or comments.
5. Moderate questions and answers (if time allows). Keep on the specified schedule.
6. Return your paperwork to Anita Metcalf at the Registration counter.

Have Questions? Please contact Anita at ametcalf@gulfcoastconference.com