

Presenter Information

All rooms are equipped with the following items:

1. Projector w/adapters
2. Screen
3. Podium
4. Mic

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 meeting room prior to the presentation directly before theirs in order not to disrupt the current speaker.

Poster Information

All Posters should be placed on the Poster Boards provided in the Exhibit Hall on Tuesday morning by 9:30AM and taken down by Wednesday afternoon at 4:00PM. 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.

Poster Board Size 4 x 8 – Your poster/posters may be any size as long as the poster fits on the board provided.

Moderator Information

Your scheduled session along with the Presenters bio's will be emailed to each moderator one week 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. Moderate questions and answers (if time allows). Keep on the specified schedule.
5. Return all paperwork to Anita Metcalf at the Registration counter.