

POSTER PRESENTATIONS

Posters should be set up early Saturday morning and the presenter is expected to be at the poster during the scheduled poster viewing session

Poster Display Panels

The standard poster display is a 4' x 4' (1.2192m x 1.2192m) velcro-mount panel. The top edge of the panel is approximately seven feet above the floor. The aisle width ranges from 8-10 feet between panels.

Additional Equipment

Should you elect to bring a laptop or personal computer to show some supplemental materials for your poster, there is desk space in the poster room that can be used to set it up. The Kellogg Center has wireless internet access, but the wireless signal is often weak in the basement where the room for the poster presentation is located.

Some Pointers for Poster Presentations

Printing a large format poster is now the most convenient way to organize a presentation. Several national companies offer this service. You may visit either Mega Prints Inc. www.postersession.com, Kinko's www.kinkos.com or Alphagraphics www.alphagraphics.com for instructions on sending files for large format printing. An advantage of using a national company is that you can have the poster printed for you and waiting for pickup at the meeting site. You won't have to carry the poster to the meeting.

In case you need to print out your poster locally, the following services are conveniently located near MSU campus

Capital Imaging
2521 E. Michigan Ave.
Lansing, MI 48912
517-482-2292 x23
Fax: 517-487-1920
color@capital-imaging.com

FedEx Kinko's Office and Print Services
626 Michigan Ave
East Lansing, MI 48823
(517) 332-5855

ORAL PRESENTATIONS

Oral Presentation Format

Except for invited presentations, each author has 20 minutes for their presentation. With approximately 15 minutes given for the presentation followed by 5 minutes for questions and answers.

Meeting Room Standard Equipment

Each meeting room is equipped with the following: one data/video projector, one computer, one wired lavalier microphone, one podium microphone, one screen of appropriate size and an electronic timer (to be used by session chair to facilitate the timing of the presentations).

We strongly encourage you to use the computer supplied at the meeting to facilitate a smooth transition between speakers. Please bring your presentation on one of the following media: USB hard drive, USB flash drive, CD-ROM, CD-R, or DVD. **Make sure to install your presentation during a break time prior to the start of your session, *not* just before your talk.**

The computer will have the following software installed: Microsoft Windows XP, Microsoft Office 2003, Adobe Acrobat 7.x or higher, QuickTime 6.x or higher, Macromedia Flash Player 7.x or higher, and Internet Explorer 6.x or higher.

Please note that the meeting supplied computer does not run Microsoft Vista. All presentations created using PowerPoint 2007 should be saved as a PowerPoint 2003 file or as a .pdf and should be tested on a Windows XP machine prior to the session.

Note on Mac-produced presentations

If your presentation was created on a MAC and converted to run on a PC please test it before you come to the meeting. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-RW). We've encountered compatibility problems with them. If your presentation was produced on a Mac and it includes embedded video, your video will most likely NOT play automatically on the PC platform. You will need to either convert your .mov files to .avi format or create a link in your slide show to an external .mov file. If you choose the latter, your animation will play in a separate QuickTime window, outside of your PowerPoint presentation. We strongly recommend that you test your Mac-produced presentation on a Windows based system before arriving at the meeting.

Special Equipment

If you need video playback equipment, DVD player or an overhead projector etc. please indicate that in the "Special Equipment" section on the registration form.