**Oral Paper Guidelines**

Here are a few guidelines that should help you prepare for the conference Oral presentation.

1) Please attend the author’s breakfast on the day of your presentation.  Breakfast starts at 7:00 a.m., your registration package will contain information about the location (room number), bring with you your Conference paper. If this is not possible SEE the Technical Program chair the night before.

2) At the breakfast, have your presentation ready on a flash drive to give to the session chair so he or she can load it onto the computer.  The use of the conference supplied computers is mandatory.

3) Power Point presentation should be no more than 15 minutes long. An additional Five minutes will be allowed for questions and answers. Key Note Papers will have a total of 40 minutes, 30 minutes for the presentation and 5-10 minutes for questions.

4) Please limit the use of company logos to the first and last slides in the presentation.

5) The use of product or trade names during the presentation is strongly discouraged.

6) Session chairs will enforce the time limits.  Out of consideration to your fellow authors please respect the time limits.

7) Session chairs may request longer / drawout questions to be taken out of the session, to permit other questions to be tabled, please assist with this where possible.,

If you have any questions please let us know.

Andy Brown

Technical Program Chair

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