IAS 2004 Paper Presentation Information

GENERAL INFORMATION

There will be an author's breakfast from 7:00 to 8:00 am each day that technical sessions are scheduled. The room for the author's breakfast will be included in the final conference program, will be posted by the hotel, and will be posted on the conference web site. The author who is presenting a paper on any given day MUST attend this breakfast only on the day of his or her presentation. At this time, biographical and presentation information will be exchanged with the session chair and final details for the presentations will be provided.

LECTURE PRESENTATIONS

Papers are normally scheduled in half-hour increments. A short coffee break may be included after the third paper in a session (please check the final conference program for specific scheduling of breaks). There will be 9 parallel technical sessions at any time during the conference.

To permit conference delegates to attend the presentation of their choice, each paper presentation must be started at its designated time (based on the starting time of the session and a 30 minute allocation for each paper in the session).   Changes to the final schedule will not be permitted except under unusual circumstances. If a paper presenter fails to appear at the scheduled time, then the Session Chair may carry on with a discussion of his or her choosing (e.g. technical committee business) or adjourn the session until the time of the next scheduled paper.

Session Chairs will allow 5 minutes at the end of each presentation for delegates to travel between sessions. At the beginning of each presentation, the Session Chair briefly introduces the speaker and gives the speaker approximately 20 minutes to complete his or her presentation. The Session Chair then allows a 5-minute discussion period.

The visual medium for lecture presentations at this meeting will be power point computer projected slides. 35mm slide projectors will NOT be available. The laptop computers required to display the power point slides must be loaded with the presentation PRIOR TO the technical session. Therefore authors must either bring their own laptop computer or make arrangements with the session chair to load his or her presentation onto a laptop computer at the beginning of the author's breakfast. (Note that a laptop computer will be provided; bringing your own laptop serves as both a means for bringing your presentation materials as well as serving as a backup computer in the event problems occur with the equipment provided.) In either case, authors should also bring a CD (NOT a ZIP disk) that contains the visual aids for the presentation. A backup of overhead transparencies is always a good idea in case there is a problem with the computer equipment. Overhead transparencies may also be used under special pre-approved circumstances, but the preferred method is power point slides. If during the presentation of your paper you are not willing to manage transparencies by yourself, please provide a seated, knowledgeable assistant who can place and remove the transparencies from the projector without prompting from the presenter. Except under very special circumstances, and with the prior approval of the Annual Meeting Chair, please do not schedule videos or other multi-media presentations.