



## ECCE 2014 Oral Presenter Logistics (continued)

### PRESENTATIONS

The oral presentation time slots are 25 minutes each. Please prepare a presentation for 20 minutes and leave 5 minutes for setting up, and questions & answers. Please strictly observe this time limit in order to facilitate people moving between sessions.

All oral presenters are required to prepare PowerPoint slides for their visual presentations. You do not need to submit a hard copy of your slides and you do not need to bring a computer onsite, as all presentations will be pre-loaded onto the Seminar computer that will be in your session room. A template for the oral presentation can be found [here](#).

### PRESENTATION UPLOAD

All presentations must be uploaded in the Speaker Ready Room at ECCE 2014! We will not have an advanced upload site this year as ALL speakers will be directed to the speaker ready room (room 331) to upload their presentation.

If you are speaking before 12noon, you will need to upload your presentation the day prior to your session. If you are speaking after 1pm, you will need to upload your presentation by 10am. For your reference, see the following grid showing the due date/time for your presentation upload, based on the day/time you are speaking:

Speaking Day/Time	Presentation Upload Cutoff Day/Time
Sunday 8am-12pm	No later than Saturday 5pm
Sunday 1-5pm	No later than Sunday 10am
Monday 8am-12pm	No later than Sunday 5pm
Monday 1-5pm	No later than Monday 10am
Tuesday 8am-12pm	No later than Monday 5pm
Wednesday 8am-12pm	No later than Tuesday 12pm
Wednesday 1-5:10pm	No later than Wednesday 10am
Thursday 8am-12pm	No later than Wednesday 5pm
Thursday 1-5:10pm	No later than Thursday 10am

If you have edits to your presentation after the cutoff time listed above, you will need to bring your updated presentation with you on a flash drive directly to the session room.

If you do not know when you are scheduled to speak, please visit the full conference program [here](#).

### SPEAKER READY ROOM

The Speaker Ready Room is located in **room 331** at the David L. Lawrence Convention Center.

The hours of operation of the Speaker Ready Room are as follows:

Saturday, September 13.....3:00 pm – 5:00 pm	Tuesday, September 16.....8:30 am – 12:00 pm
Sunday, September 14.....8:30 am – 5:00 pm	Wednesday, September 17.....8:30 am – 6:00 pm
Monday, September 15.....8:30 am – 5:00 pm	Thursday, September 18.....8:30 am – 12:00 pm

You may use the computers in the speaker ready room to edit your presentation (as long as it is done by the deadline mentioned above). The AV personnel in the Speaker Ready room will upload all presentations received to the computers in the session rooms.

### ORAL PRESENTER'S ORIENTATION & BREAKFAST

A Presenters' orientation will be held for oral presenters and session chairs from 7:00 am – 8:00 am, Monday through Thursday at the David L. Lawrence Convention Center. The location for the breakfast each day is the **Allegheny Overlook** (3<sup>rd</sup> Floor). Oral presenters should meet with their respective session chairs to review the format and timing of their session and alert conference management of any changes. Oral Presenters should attend the orientation each day that they are scheduled to provide an oral presentation (or chair a session); you may only attend on days on which you are scheduled to speak.

### IMPORTANT LINKS

As a reminder, the following are important links (as mentioned in this document) for your reference:

- Online Event Registration – click [here](#)
- Presentation Template – click [here](#)
- Housing Reservations – click [here](#)
- Technical Session Schedule – click [here](#)