

CAOS-International 2006 Conference

PODIUM GUIDELINES

1. Please review the program and make sure you identify the date and time of your paper. Please keep in mind the following CAOS-International policy: **No-one may present more than one paper from the podium.**
2. You are **required** to be present at your session 15-20 minutes before the start of your session to meet with the Audio Visual Technician and session chairs to connect your laptop and answer any questions that you or they may have. You will find them in the Le Grand Salon, Convention Floor, near the stage.
3. If you need to check your presentation (test run) you will need to come either in the morning (6:15 a.m. - 6:45 a.m. Thursday, Friday or Saturday) or during the lunch break prior to your session. Tests will not be done 15 minutes prior to the beginning of a session. This time is only for connecting computers to the switcher.
4. **IMPORTANT - ALL laptops MUST have the sleep mode turned OFF prior to connecting to the switcher. This will save time at the podium.**
5. The session chairs will have your speaker data information to use for your introduction. Please assist the session chairs with the correct pronunciation of your name. If you want to review or add any information, please see the session chairs in charge of your session.
6. **Please remember to strictly observe and not exceed your allotted time of 8 minutes for presentation and 2 minutes for questions.** A timing light will assist in keeping the program on schedule. The AV technician will be responsible for programming and resetting the light.
7. The session chairs will make sure that the total time is **STRICTLY** observed.
8. Please **REPEAT** all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful for the question to be repeated.

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SPEAKER BIO DATA FORM

REFERENCE #

Please return to:

Shirley Galloway

FAX: 1-330-629-2376

E-Mail: sgalloway@pmmiconferences.com

PLEASE TYPE IN THE FOLLOWING INFORMATION:

(This information will be used to introduce you before your presentation begins)

FULL NAME: _____

PHONETIC SPELLING OF NAME: _____

TITLE: _____

COMPANY: _____

PAST AFFILIATIONS: _____

OCCUPATION: _____

CITY, STATE: _____

EDUCATION:

	<u>Institution</u>	<u>Degree/Year</u>	<u>Scientific Field</u>
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1.

2.

3.

4.

HONORS

MAJOR PROFESSIONAL AREAS OF INTEREST

CAOS-International 2006 Conference

AUDIOVISUAL

Please return this form by: May 10, 2006

REFERENCE #

Please return to: **Shirley Galloway**
FAX: 1-330-629-2376
E-Mail: sgalloway@pmmiconferences.com

PLEASE TYPE

Presenter's Name: _____

Presentation Title: _____

Presentation Date and Time: _____

For your use the following Audiovisual Equipment will be in the session room:

A. LCD projector only (resolution 1024 x 768) **(you will bring own computer)**

Please remember to bring a back-up CD of your presentation.
Refer to the presentation instructions.

1. Is your computer a MAC _____ or a PC _____?
For MAC users please make sure you are familiar with your settings to send the signal to the LCD projector (i.e. mirror image). If you are not, please make sure that you see the AV tech prior to the 15-minute set-up period.
2. Does your presentation have embedded video? ___ yes ___ no
3. Does your presentation have audio? ___ yes ___ no

B. Light pointer

C. Microphone

If you cannot comply with the above please contact Shirley Galloway by June 1, 2006