

Instructions for Presenters

Below is information regarding powerpoint presentations for the upcoming JFIC conference in Las Vegas, Nevada.

Deadline for Submission of presentations: May 31, 2010.

Biography: Please be prepared to provide a brief bio for your introduction by session moderators. These should be provided to your moderators at the speakers breakfast. Multiple copies may be needed if you are giving more than one presentation.)

PRESENTATION REQUIREMENTS:

Each presentation file should be compatible with MS-Office 2003 software, including Word, Excel, and Powerpoint or Adobe Acrobat Reader (*.pdf) and Windows-XP Operating System. Note that converting your complex Powerpoint file into a PDF document is a good back-up in case of file mismatches.

The maximum size for the powerpoint file is 35MB. If your presentation is larger than this, or if you have questions, please contact Jeff Harris (david.j.harris@usace.army.mil). Please upload your presentation file no later than May 31st, 2010, via the uploadthingy process you used for your abstracts/papers. Make sure you use the provided naming conventions for your file.

Please limit the size of video clips, which must be compatible with MS-Windows Media Player. If your presentation includes video clips, the powerpoint file and video clips should be combined into a single zip file before uploading. Please also remember that the total time for presentations is strictly limited to 20 minutes (including all discussion and questions). Timers and lights will be employed.

Note also that only conference computers will be used for presentations. No switching of computers will be permitted because we want the concurrent sessions to be run exactly concurrently, to allow conference participants to select and hear specific presentations across concurrent sessions.

You will be able to test your presentation file in the Speakers' Viewing Room, Capri 103. Also, please be at the complimentary full breakfast for speakers on the day of your presentation. You can meet other speakers and your chairs in your session, provide brief introductory information, and learn of last minute changes in the schedule for the day.