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# PRESENTER INSTRUCTIONS

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## ORAL PRESENTERS

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Speakers should plan to meet the session chair at least 15 minutes prior to the session. Please sit in the front of the room during your session.

Your presentation must be uploaded to the conference computer at least 30 minutes before the session. The presentation needs to be in either PowerPoint or PDF format. It is the job of the speakers and session chairs to ensure that all talks are ready for presentation. Speakers are asked to submit their presentation to [lucya@aiche.org](mailto:lucya@aiche.org) by Thursday, September 10 and bring a backup copy on a flash drive to the Conference. Please refer to the latest Conference Program for your presentation time and duration, which includes Q&A. Please help us remain on time.

## POSTER PRESENTERS

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There will be two distinct Poster Sessions, I and II; please set up and take down your poster according to instructions for your assigned session. Poster Session I and II will be held in the **Animus Foyer**. Posters should be printed in **A0 format** in portrait or landscape orientation. Mounting supplies will be available.

**Poster Session I** will be held on Wednesday, September 16 at 18:00. Abstract #s 404930-439019. Please set up your poster on Wednesday between 9:00-16:00 and take it down by Thursday 13:00.

**Poster Session II** will be held on Friday, September 18 at 13:30. Abstract #s 439020+. Please set up your poster on Thursday between 14:00 and Friday 12:00 and take it down by Friday 19:00.

**Student Poster Competition:** All posters presented by a student who has made a significant contribution to the work presented are eligible for the Student Poster Competition. Posters participating in the competition will be evaluated by a panel of judges during the Poster Sessions. Winners will be announced at the Awards Ceremony on Friday evening, prior to the Closing Remarks. To enter, student poster presenters should email [lucya@aiche.org](mailto:lucya@aiche.org) with their poster # or sign up on-site at the registration desk.

## IMPORTANT ADDRESSES

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COBRA staff and volunteers will be available at the Registration Booth during designated times. Following the conference, you may reach COBRA organizers by contacting Lucy Alexander at [lucya@aiche.org](mailto:lucya@aiche.org).