Methods and Applications of Radioanalytical Chemistry (MARC)
3/2/2009
Instructions for presentation at the MARC VIII Conference

Consult the website at http://altmine.mie.uc.edu/nuclear/marc/index.shtml for any changes or additions to this information. Contact the program chair with any questions.

INSTRUCTIONS FOR PRESENTION OF ORAL PAPERS

1. There will be an Author's Desk in the Registration Area at which you can obtain information. Check the Final Program and any changes distributed during registration. Last Minute changes to the Program will be posted daily. Please be sure to check the time of your paper at Registration because last minute cancellations may have resulted in some papers being moved to different time slots than announced in the Final Program.
2. Abstracts of all papers presented at the conference are included in the Final Program and are arranged by LOG number.
3. For papers presented in the oral sessions, check in with the Session Chairman at least 15 minutes before the beginning of the session. The earlier the better!
4. Overhead projectors will be provided in addition to LCD projections (see below). If you have any special projectionist needs, consult your Session Chairman before the session.
5. Please prepare overheads which will be legible in a large room. Nothing is more frustrating to your audience than being unable to read the material you are discussing. Please note that no facilities for making overheads will be provided by the conference although there are copying/office supply stores in Kona.
6. Unless otherwise noted, each paper will be assigned a 15-20 minute time slot. The length of the presentation should not exceed 15 minutes allowing 5 minutes for discussion. Time limits will be strictly enforced to keep on schedule and Session Chairmen have been instructed to adhere strictly to the program. Some sessions may have different time requirements, please consult the program for the time allocated for your paper. Contact your session chair or Sam Glover (gloverxoh@gmail.com) with any questions.

INSTRUCTIONS FOR LCD PROJECTOR PRESENTATIONS

MARC presentation may be made using digital media as was done for MARC VII. Each conference room will have a LCD projector and a laptop computer for presenters to use. Presenters must adhere to the following requirements:
1. Prepare the presentation for use on a PC in Powerpoint or Word for Windows (Office XP or later edition). Note that only PC format will be available.
2. Use the laptop provided by the conference organizers.
3. Provide a labeled cd (log number, author, and session) or a usb smart drive to the organizers the DAY BEFORE you are scheduled for presentation. Obviously Monday presentations will be handled prior to the start of sessions on Monday. This will allow us to test the presentation prior to the session for compatibility.

4. We strongly suggest having a backup presentation using overheads. Because of the strict timetable, we will be unable to investigate problems arising from the LCD projection. We strongly encourage you to check your presentations at the author desk to make sure they work as expected!

INSTRUCTIONS FOR POSTER PRESENTATION

1. Three Poster Sessions are scheduled on Tuesday, Wednesday and Thursday afternoons. Posters will be segregated in each session into sub-sessions organized around a specific topic (see Program). Thus posters will not be randomly located and specific instructions will be given at Registration as to where you poster is to be located. Time will be provided before each poster session to put up posters so that participants can preview posters before each session. Details will be provided at the Registration. All posters must have at least one author or co-author in attendance during the scheduled time for the Poster Session.

2. Each poster will be assigned a 8 ft wide by 4 ft height (2.4 x 1.2 m) poster board on which display materials can be mounted with pins or Velcro Dots (provided by the conference). Prepare a title, names and affiliations of authors in large lettering to go across the top of the board. Prepare as many panels (or as a single piece poster as is now becoming more common) as necessary to present your work but text should be kept to a minimum and should be legible from 1 to 1.5 meters. In general, diagrams, graphs, figures, photographs and concise tables are more effective means of communicating your work to your audience than text material. If possible, have a summary of you poster, or copies of panels, available to hand out to interested colleagues.

3. Remember, Hawaii is a humid place!!! Posters have been known to suffer from this overlooked environmental condition.

Please contact Sam Glover with any questions or concerns.

Mahalo,

Sam Glover
MARC VIII Program Chair
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