Instructions and recommendations for presentations for the Eleventh International Methods and Applications of Radioanalytical Chemistry (MARC XI)

Updated 11/1/2017

Consult the website at www.marcconference.org for any changes or additions to this information. Contact the program chair with any questions. Additional instructions for oral and posters are provided below.

INSTRUCTIONS FOR PRESENTION AT MARC XI

1. **Cancellation:** The oral program is the most difficult part of the conference to change if cancellations occur. Please contact the Technical Program Chair (Sam Glover, sam.glover@uc.edu) at the earliest possible date if you will not be able to attend the MARC XI conference for either an oral or poster presentation.

2. **Digital Presentation:** Please provide a copy of your digital presentation to the authors desk the day <u>PRIOR</u> to your session. Contact the program chair if you are unable to do so. We will collect them, make sure they run with our computers and software, arrange them so there is no break in our presentation flow, and finally make sure they are virus free. The projectionists will load them onto the computers prior to the session. The authors will NOT BE PERMITTED to use their own computer or attach a USB drive to the conference computer during the session. These cause severe interruptions which are not acceptable. Please see the oral presentation section below for additional information.

3. **Author's Desk**: 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 (***and we will have a MARC APP this time to assist with changes!***). We will try to keep the disruption to a minimum, but last minute cancellations happen and we work it out as best we can. 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. In general we will provide more generous time for discussions rather than impact the schedule if possible. We have done this a lot, it will all be fine.

4. **Digital copy of the complete MARC XI Book of Abstracts:** Abstracts of all papers presented at the conference are included in the Final Program and are arranged by LOG number in the MARC XI Book of Abstracts (to be made available in digital format in early February on the MARC website and a few hard copies will be available for reference at the conference). A hard copy of the complete abstract book will not be provided, **only** a digital version (PDF).

5. **Check in with your Session Chair 30 minutes before the session**: We will be in Hawaii and that means we want low stress! So make the stress level of the session chairs as low as possible and make sure you come early to the session and let them know everyone has checked in. We will have notified them for all the papers we have received presentations but your cooperation to touch base with the session chair and confirm the presenter will certainly be appreciated. For papers presented in the oral sessions, check in with the Session Chairman at least 30 minutes before the beginning of the session. The earlier the better!

6. **Word, Powerpoint or PDF:** MARC X presentations are expected to be delivered using Powerpoint or Adobe PDF files. The conference will supply the computers, LCD projectors, laser pointers, audio equipment and Projectionists for each session. If you have any special projectionist needs, consult with Sam Glover, the Program Chair well in advance of the conference.

7. **Make them legible and simple**. Please prepare overheads that 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 copies will be provided by the conference although there are copying/office supply stores in Kona.

8. **Keep to your allotted time**: Unless otherwise noted, each paper will be assigned a 15-20 minute time slot. The length of the presentation should not typically not exceed 15 minutes allowing 5 minutes for discussion. Having a few slides in your pocket if extra time allows is encouraged! Time limits must 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 (sam.glover@uc.edu) with any questions.

INSTRUCTIONS FOR LCD PROJECTOR PRESENTATIONS

MARC presentations will be made using digital media only, there will be no overhead projectors. 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 Windows based PC in Powerpoint, Adobe Acrobat, or Word for Windows (Office XP or later edition). Note that only PC format will be available, although many of use MAC's and we will verify all versions work.

2. The laptop provided by the conference organizers must be used.

3. Provide your presentation on a USB or a labeled cd (log number, author, and session) to the AUTHOR'S DESK **the DAY BEFORE you** are scheduled for presentation. Obviously Monday presentations will be handled prior to the start of sessions on Monday or Sunday if at all possible. This will allow us to test the presentation prior to the session for compatibility as described above.

4. We strongly encourage you to check your presentations at the author desk to make sure they work as expected!

INSTRUCTIONS FOR POSTER PRESENTATION

1. Poster Sessions are typically 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 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 your 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 XI Program Chair
sam.glover@uc.edu