

SAMPLE

Information and Suggestions for Speakers: Special and Contributed Paper Sessions

The Rocky Mountain Section would like to offer the following suggestions, especially to first time speakers, regarding preparation of a talk at the conference.

1. The **standard talk length is 20 minutes**, (with longer times available upon request, subject to the limitations of the program). Thus, you should prepare your presentation to fit the time allotted. If possible, plan to leave a few minutes at the end of your presentation for questions. There will be 5 minutes between talks for participants to get between sessions.
2. **All session rooms will be equipped with an lcd projector, a desktop computer and a laptop hook up. Both VGA and HDMI cables are available for the projectors - but no Apple connector!** (Bring your own dongle, if you need one.) Accordingly, you can support your talk with Power Point slides, PDF, or other standard file formats, which you bring on a USB thumbdrive, or using whatever formats and software you like on your own laptop. Either hardware approach will have Internet access in case you want to use web-based services or information during your presentation.

(If you are planning to use physical acetate transparencies, please contact janet.barnett@csupueblo.edu ... we may be able to provide you with an old-fashioned projector, or a document camera.)

3. A **moderator will be assigned to facilitate each session of presentations**. The moderator will introduce the speaker, assist in distribution of any handouts, signal the end of the presentation, and ask for questions from the audience.
4. Do not include too much detailed technical material in your presentation. Focus on providing the audience with insight into your topic and its key notions. **Remember that most members of the audience will not be experts in the field you are discussing, and that the audience is likely to include students.** Please also prepare type any slides in a font big enough and with spacing adequate to be seen clearly 50 to 100 feet away.
5. If **handouts** are to be provided, give them to the moderator prior to the beginning of the session including your talk. Plan to bring about 35 handouts and be prepared to give attendees your e-mail address in case the supply runs out. It may also be possible to arrange for posting of electronic materials from your talk on the section website. Check with program organizers concerning this possibility.