PRESENTATION INSTRUCTIONS

AT THE CONFERENCE:
REGISTRATION AND SIGN IN
• Registration for all presenters must be paid in full by December 1, 2014.
• Presenters are responsible for their own conference registration fees, travel, food and lodging.
• Pick up your badge and speaker ribbon and sign the presenter Sign-in Sheet near the registration counter upon arrival.

MEETING WITH YOUR SESSION CHAIRMAN
• Presenters must meet with their Session Chairman in the Speaker Ready Room at 7:30 AM the day of the presentation to review the program.
• Presenters must report to their session room ½ hour before the start of the session (not just before his/her scheduled presentation time, but prior to the start of the entire session) the day he or she is scheduled to present.
• Authors must present their Session Chairman with an electronic or printed copy of their PowerPoint Presentation at this time.
• Blasters Forum Poster Session Presenters will meet to set up.

MEETING WITH THE AUDIOVISUAL COORDINATOR
• Presenters must meet with the audiovisual coordinator in the Speaker Ready Room prior to their presentation.
• Morning presenters (8:00 AM – 10:00 AM) must meet the prior day between 3:00 PM – 4:00 PM. (Sunday hours are 1:00 PM – 2:00 PM).
• All others must meet in the Speaker Ready Room at 7:00 AM the day of their presentation.

SPEAKER READY ROOM
• The Speaker Ready Room will be open at posted hours on Sunday and from 7:00 AM until the close of the sessions Monday through Wednesday. Speakers are encouraged to practice presenting prior to the session.

PROGRAM AGENDA
• Presenters were emailed a final acceptance notification showing date and time of the scheduled paper.
• Last minute program changes will be posted on the message board.

PRESENTING YOUR PAPER
• Papers should be presented using a PowerPoint presentation. Present your Session Chairman with a printed and electronic copy of your presentation before your presentation begins. (If you are presenting in the Blasters Forum, see the Blasters Forum section for instructions.)

COMMERCIAL CONTENT
• Presentations should be designed to educate and inform, not to advertise a company or product.
• You may show your company name/product/logo only on the first slide of your presentation.
• Special Workshop & Blasters Training Seminar Papers may be invited to identify and compare product and service information.
OFFICIAL LANGUAGE
- Papers must be presented in English. Presenters are responsible to provide an interpreter if necessary.

ANTI-TRUST AND ETHICS CAUTION
- All papers must comply with the antitrust laws of the United States.
- There should be no discussion of current or future prices or pricing procedures, markets, refusals to deal, profit margins or trade practices.
- All papers must comply with the ISEE Code of Ethics.
- Papers shall uphold and enhance the honor, integrity and dignity of the explosives industry.

GENERAL SESSIONS AND WORKSHOPS
LENGTH OF PRESENTATION
- General Sessions/Workshops are 20-minute lecture style presentations followed by 5-10 minutes of question & answer.

AUDIENCE
- Your audience is composed of blasters and suppliers from all over the world.

MEETING ROOM
- Your Session Chairman presides over the meeting room and will facilitate any technical requirements that you may have. He/she will serve as moderator for questions and answers, and security in case anyone in the audience disrupts the presentation.
- Be aware that people will be entering and exiting the room during your presentation.
- A lapel microphone will be available for your use. A floor microphone will be in the room for questions.

BLASTERS FORUM POSTER SESSION
- The Blasters Forum Poster Session will be held on Monday, February 2, 2015, from 3:30 PM – 5:00 PM.
- The Blasters Forum is a multi-media poster session with one-on-one interaction between authors and attendees in a small group setting.
- Papers are displayed on a 4’ x 6’ wall panel (push pins are provided). Other material may be presented using your laptop computer. 6’ x 1-1/2’ tables with lights are provided.
- Presenters must be present to answer questions about their presentation.
- It is recommended that you present your paper from your poster and by PowerPoint presentation.
- The use of color photos and charts is encouraged. Handouts can be valuable to presenters.
- The abbreviated title and author’s name will be displayed on a sign (provided) on top of your wall panel.
- Wall panels will be in place immediately after lunch on Monday to allow adequate time for set-up. Posters, handouts, etc. must be removed immediately following the session. Any left behind papers will be discarded.
- Be aware that location is granted on a first-come, first-served basis.

AUDIO VISUAL NEEDS
- Please note that availability of audiovisual equipment is limited.
- Only the equipment listed below will be available on site.
- Computers or laptops will be provided. If you have need of equipment, please plan accordingly before the conference.
- Be sure to bring your presentation on a memory stick or CD as a backup. All embedded videos and graphics must also be copied separately.
EQUIPMENT AVAILABLE FOR GENERAL SESSION PRESENTATIONS

- LCD Data Projector to connect to your laptop
- A 9' x 12' front projection screen
- DVD player

EQUIPMENT AVAILABLE FOR THE BLASTERS FORUM POSTER SESSION (UPON REQUEST)

- Monitor with DVD player
- Electric hook-up to accommodate your laptop

EQUIPMENT AVAILABLE IN THE SPEAKER READY ROOM

- Monitor with DVD player
- Podium
- Screen
- LCD Data Projector

PRESENTING YOUR PAPER

- Face the audience; speak clearly, slowly enough and directly into the microphone to be sure that everyone can understand.
- Do not read your paper, do not just read the slides. Just present the highlights.
- We recommend you use Microsoft PowerPoint for your presentation.
- Have your program booted up before your presentation begins.
- Present your Session Chairman with a printed and electronic copy of your PowerPoint presentation before your presentation begins.

FORMATTING YOUR POWERPOINT PRESENTATION

- Font size should be large enough to be seen from the back of a large room.
- Use only one topic per slide. Try not to include too much information on a slide.
- Choose a font that is easy to read. Usually, sans-serif fonts (like Arial or Helvetica) are easier to read than serif fonts (like Times New Roman).
- If you are using a company logo, make sure it is only on the first slide.
- Be sure there is enough contrast between the color of the slide and the color of your text for your audience to be able to read the slide easily.
- Most of the audience will not be able to see the bottom of the screen, so place your information in top two-thirds of the slide.
- For more tips, see website: www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation

For more information on paper preparation or presentation, e-mail the Conference Director at meetings@isee.org or call (440) 349-4400.