

Presenter Guidelines

[Poster and Map Gallery Exhibitor Guidelines on page 2]

A/V Equipment

- Presentation rooms will be equipped with an audio system, data projector, a screen, and wireless Internet. (Sorry, wired Internet will not be available.)
- LAPTOPS WILL NOT BE PROVIDED. Standard VGA cables will be provided to connect to typical Windows laptops. If you plan on using an Apple laptop, please bring your own conversion dongle.
- If you are not able to furnish your own laptop, please arrange with your Session Chair or another presenter in your session to borrow a machine.
- It is always a good practice to bring your presentation in a cross-platform compatible format (e.g., PDF) on a USB drive in case of emergency.

Schedule and Timing

- Please arrive at least 10 minutes ahead of the scheduled start time for your session so that there will be enough time to resolve any technical challenges.
- Because NACIS has more variety than standard academic conferences, not all sessions are the same length nor do they have the same number of presenters. NACIS 2015 has papers of different lengths, depending on the choice that you specified when you submitted your abstract. If no length is specified in the program, your paper has been allocated 20 minutes. Please consult the schedule carefully so that you are aware of the time for your presentation. This time allocation includes questions and allows time for transition to the next speaker.
- Your *Session Chair* will enforce strict timing on presentations if there are constraints, and will provide signals for time remaining.

Tips for a great presentation

- Even for experienced presenters, it is a good idea to practice your presentation ahead of time. This will help you clarify your message, develop your tone, and set your timing.
- You can help build session cohesion and audience rapport by reviewing the session composition to familiarize yourself with the other presenters and presentation topics in your session. The most successful sessions are often ones where presenters are able to speak both to their specific project and the general theme of the session or conference.
- During the question and answer session, please repeat the question. This will ensure you understood it and allow the PA system to carry it throughout the room.

Poster and Map Gallery Exhibitor Guidelines

Equipment

- NACIS will provide foamcore stands on which to display your poster or map. Adhesives will be provided (either as double---sided tape, tacks, or pins).
- The foamcore will accommodate posters and maps up to 36" x 24". If you wish to display a design that exceeds this size, please make appropriate arrangements with the Gallery Coordinator when registering your poster.

Schedule

- The Poster and Map Gallery Session will be officially held after the Opening Keynote address on Wednesday evening (~9:00pm).
- The Gallery room will open around 5 pm to allow participants to hang their work ahead of the Opening Keynote Address. Please make arrangements to have your poster or map on display before the Opening Keynote begins at 7:30 pm so that attendees may immediately adjourn from the Keynote to the Poster / Map Gallery.
- The session will double as a reception with light food and drink. Attendees will typically socialize and wander through the displays.
- Poster and map authors are expected to be near their display during this time but are not expected to give formal presentations of their work.
- After the session is over on Wednesday, the displays will remain on display until Friday at the 3:30 break. The room will be available for attendees to visit throughout the conference. If you prefer to NOT have your design remain on display (for security purposes) please make arrangements to have it removed.
- On Friday during the 3:30 break, please be available to take down your poster.

Student Poster Contest

Some of the posters on display will be done by students who are competing in the Student Map and Poster Competition. Attendees will see a sign attached to each student poster indicating its eligibility for the student competition.