Conference Presenter FAQ

The following information is designed to assist individuals in answering questions related to managing conference presentation logistics.

1. When is my presentation scheduled?

Please visit our conference website for the draft schedule.

2. What is the best method for distributing handouts for my session?

We are a paperless conference and you will receive an email invitation from our program app to upload your photo, bio, and any conference presentation materials you would like to share.

3. I am presenting a research paper and noticed that I am sharing a session with another presenter. How do we organize our session?

We recommend that you and the other presenter each take 30 minutes to present and do a shared 15-minute Q&A at the conclusion of all presentations. We recommend that you set a timer for each presentation so you know when your allotted time has ended. To help with coordination of the timing and AV setup, please arrive to your scheduled room 15 minutes ahead of your presentation time, and/or coordinate in advance with the person you are sharing the session.

3. What should I bring with me to my presentation?

For those presenting research papers or panels, please bring a laptop with your presentation loaded onto it. Each paper and panel room will have a projector and screen. If you need an adaptor for your computer, please bring that with you as well.

4. I am presenting a roundtable discussion. Will audio visual(AV) capabilities be available?

The roundtable rooms will not have AV in them.

5. I am presenting a poster. What are IARSLCE's poster guidelines?

IARSLCE will provide display boards that are 4 feet tall by 8 feet wide, mounted on stands. Each side of the poster display board will be shared with another poster presenter so we ask that each poster is no more than 48 inches wide. Thumbtacks will be available on-site for mounting the displays. No AV equipment is permitted for poster presentations.

There will be approximately 35 posters scheduled concurrently. The author must remain by his/her poster board for the duration of the poster session. Posters may be set up anytime on Thursday after the display boards are set up (they will be set up between 8AM and 10AM) on the bridge between the session rooms and the ballroom. You are responsible for taking down your posters by Thursday evening at 6PM.

If you have additional questions, please contact Tara Luparello at info@researchslce.org.