

**IEMDC Oral Session Presenter Instructions**

Thank you so much for being an oral session presenter at IEMDC. Please review and follow all the guidelines provided below. If you have additional questions or concerns please email laura.b@rna-associates.com.

**Presentation Guidelines**

Special session presentations should maintain a 16:9 aspect ratio. A standard IEMDC template can be found for download on the website, but is not required. IEMDC logo use is allowed only on presentations to be given during IEMDC and must maintain a similar aspect ratio to any other logo it is positioned in line with.

**Presentation Length**

Oral Session presenters are given a 20 minute time frame to present (this includes 15 minutes of speaking time and 5 minutes for Q & A). 6 papers will be presented during each session. Oral sessions are held in the morning and afternoon of May 19th and mornings of May 20th, and 21st.

**Presentation Preparation**

Please bring a USB with your presentation the day prior to your presentation to the Speaker Ready Room **(Sunflower)** on the **3rd floor**. A/V technicians will be on site to help you upload your presentation to your assigned room, date & time.

**Speaker’s Breakfast**

All oral presenters are invited to attend a Speaker’s Breakfast from 7 – 8am the day of their presentation only. During this breakfast you will be introduced to your session chair and review expectations during your oral presentation. Please bring a short bio (3-4 sentences) to this breakfast or directly to your session room for your session chair to introduce you before your presentation.