ORAL PRESENTATION GUIDELINES FOR NORM2019

In order to ensure your presentation is a success, it is important that you are familiar with and abide by the following guidelines. Your cooperation is appreciated and will help keep the meeting on schedule for the benefit of all attendees.

Maintaining the Published Schedule
Please arrive early for your session and introduce yourself to the presider. All of the scheduled presentations are intended to include a 5-minute Question & Answer period. Published presentation times must be maintained. It is important that presentations not start late or extend past their scheduled conclusion. Please remember that going beyond your allotted time robs the next speaker of the chance to fully present their research.

Switching the order of presentations from the published schedule is not permitted. Symposium organizers and presiders will be responsible for keeping their session on time.

Standard AV Equipment in Technical Session Rooms
Classrooms feature a projector that connects to an external computer through HDMI connections. We will not be providing a computer with each room. Presenters will be expected to use their own laptops or other device to connect to the projector. Please have a connector that will allow you to connect to an HDMI port. We will have a selection in each room, but can't guarantee that we'll be able to serve all needs.

Wireless internet network access will be available in the technical session meeting rooms, but may be heavily taxed during the conference. Please plan on having your presentation stored on your device rather than expecting to access it over a network.

Speaker Ready Room
To assist you in your presentation, NORM2019 will provide a Speaker Ready Room in Smith 258, available throughout the day. A projector will be available and you may test your connection there.

We further recommend that authors conduct dry runs of their entire presentation prior to the scheduled talk. This dry run should be conducted in a location other than the speaker ready room.

Speaker Responsibilities on the Day of Your Presentation
It is the presenting author's responsibility to ensure that their computer is turned on and properly connected to the LCD projector no later than the “break” (Q&A period) immediately preceding their scheduled presentation. Minimal audiovisual assistance on non-technical issues only can be expected from your session presider or symposium organizer. We will not be able to extend your speaking time in the event of technical difficulties. Please contact us if you have any questions or comments.

PLEASE NOTE: Rule on Recordings at NORM2019
1) The use of any device to capture, stream, upload or rebroadcast speakers or presentations to any public media site or network is strictly prohibited without the express written consent of the Division of Chemical Education.
2) Unless expressly prohibited by the symposium organizer or presenter, cameras, camera phones, and tablet cameras may only be used to:
   • capture images of presenters and other participants at the end of presentations with appropriate permissions of those photographed
   • capture images used in note taking apps as long as the notes are for personal use and are not shared with any other individual or posted on any electronic or hardcopy sites
3) Any other use is strictly prohibited at all official ACS meetings and events without the express written consent from the ACS.