

## **Speaker and Presentation Instructions for ASMR 2008 – Richmond Virginia**

### **All Speakers and Poster Presenters Must be Registered for the Meeting!**

**Venue and Date/Time Information:** All oral talks and posters for the ASMR 2008 meeting will be presented at the Richmond Marriott Hotel on June 16, 17 and 18. The final on-site program will be posted to the meeting website by May 16, 2008. We have made every effort to keep papers in their original slots as shown in the preliminary program. However, due to unavoidable last-minute paper retractions and requests by Technical Division chairs, some paper presentation slots have changed. You should check the program after May 16 to reconfirm your final presentation date and time.

[http://www.cses.vt.edu/revegetation/ASMR\\_2008.html](http://www.cses.vt.edu/revegetation/ASMR_2008.html)

**Presentation Submission On-Site:** You will need to provide your talk on a CD to Ms. Pat Donovan (2008 AV Coordinator) in the Capital Room (Lower level) ***by 10 am on Monday morning June 16***. We will then load all presentations for each day onto dedicated laptops that will be managed in each room by our AV monitors. Your talk as submitted will be final and not subject to modification after Monday morning. Bring an extra copy of your talk with you if you need to practice!

**Oral Presentations:** All oral presentations are slotted for 20 minutes of presentation time with 5 minutes allocated for questions and discussion. Your moderator will signal you when you approach the 18 minute point in your presentation; this will indicate that you need to focus on your summary and conclusions.

***Under no circumstances*** will you be allowed to talk and/or answer questions for more than 25 minutes! Please note the request for biographical information below.

**Audio-Visual Arrangements:** We assume that you will be using MS PowerPoint v. 2003 for your presentation. If you are using the newer (2007) version, please save it in a 2003 compatible file. We will provide a Windows XP laptop + LCD projector, laser pointer and wireless microphone in each presentation room. We will not allow individual laptops to be “hot swapped” between presentations; you will use our equipment under the supervision of our AV monitor.

We can provide a conventional slide projector or an overhead projector *if* we receive that request from you (Email: [soils@vt.edu](mailto:soils@vt.edu) or Fax: 1-540-231-7630) **by June 6, 2008**. Any other requests for AV support will be referred the Marriott Hotel and you will be personally charged according to their fee structure (See Exhibitor Support documents posted to meeting website).

You should meet your moderator and check-in at your designated presentation room 15 minutes in advance of the start of the first paper in your session. Our AV monitor will also be there to assist you and confirm that your presentation is loaded and “good to go”.

**Poster Presentations:** Poster boards will be provided in the Exhibit area (Capital Ballroom; lower level) and will have a maximum presentation area of 4 x 8 feet. Your name and title will be posted on a card on your board. Posters need to be set up by 10 am on Monday morning and authors should be present near their posters for discussion during the Exhibitor’s Reception on Monday June 16 from 5:30 to 7:30 pm. Posters must be removed between 3 and 5 pm on Wednesday the 18<sup>th</sup> or they will be discarded.

**Biographical Information:** Please submit a short (100 word) biographical summary to us (Email: [soils@vt.edu](mailto:soils@vt.edu) or Fax: 1-540-231-7630) by Friday June 6. Otherwise, your moderator will introduce you based on your name and title as submitted on your written paper.