

- Presenters can only use the *laptop/desktop provided at the Conference*.
- Presenters are required to bring the presentation (in PowerPoint, offline Prezi or PDF) on a *USB drive*. Files are scanned for viruses and are loaded onto the appropriate laptop in the session rooms *prior to the start of the session*. Do so during the coffee break.
- Apple computers will *not be available* in any of the session rooms. Authors using an Apple or Macintosh must ensure their presentations operate correctly using Microsoft Office 2016 or Adobe Acrobat in the Windows environment.
- Each presentation consists of (a) your oral presentation and (b) time for questions and feedback (sometimes also from a discussant). These are the available times:
  - o Morning session (75 minutes – 3 presenters):
    - Presentation: 15 minutes
    - Feedback for each presenter: 10 minutes max.
  - o Afternoon session (75 minutes – 4 presenters):
    - Presentation: 12 minutes
    - Feedback for each presenter: 6 minutes max.