

ORAL PRESENTATIONS

Each day's session chairs will be available that morning so that oral presenters may have an opportunity to meet with them prior to their presentation if they wish. Meeting area will be determined and announced at time of manuscript submission.

Please complete the attached Audiovisual Requirements Form and return as soon as possible, not later than August 13, 1999. It is anticipated that presentation will be done on an overhead projector (OHP) operated by the presenter. Oral presenters with other than OHP audiovisual requirements should meet with the conference coordinator prior to their presentation.

Presentation length will be as follows:

- Contributed Talks-15 minutes (12 minutes presentation/3 minutes discussion)
- Invited Talks-30 minutes (25 minutes presentation/5 minutes discussion)
- Plenary Lecture-45 minutes (40 minutes presentation/5 minutes discussion)

Due to time constraints we ask that you prepare your presentation to the time limits outlined above.

POSTER PRESENTATION

Two poster sessions will be held. Please refer to the reference number at the top right-hand corner of the Author/Abstract Review Form included in this package. The first two characters of this reference number are MO or TU. MO-reference numbers will participate in the Monday evening poster session. TU-reference numbers will be held on Tuesday afternoon. All poster presenters must check-in at the Presentation Desk the day of their presentation at least one hour prior to assembling their posters. Poster material should be prepared in English. A poster panel with a 4ft x 4ft area will be assigned to each poster presenter. Hardware will be provided by conference coordinator.

Monday, August 30, 1999 - 6:30pm - 10:00pm

Harborview Room - room will be available 3:00pm to assemble your poster. All material is to be removed by the author by 10:00pm, Monday, August 30, 1999. The conference committee is not responsible for any lost material.

Tuesday, August 31, 1999 - 11:30am - 2:30pm

Harborview Room - room will be available 9:00am to assemble your poster. All material is to be removed by the author by 5:00pm, Tuesday, August 31, 1999. The conference committee is not responsible for any lost material.

If you require additional information please contact the Administrative POC, Wendy Lozano. email ict99@its.org - fax 703-527-5445.