



GUIDELINES FOR IAPHS SESSION ORGANIZERS

Thank you for organizing a presentation session at the IAPHS annual meeting. Below are some details relating to your session:

TIME ALLOCATION FOR EACH SPEAKER

As the session organizer, you may choose the time allocation for your speaker(s) and if a question and answer period will be included in the allotted time. Please provide a specific time allocation for each session participant to ensure that each person knows how much time they have to present and how much time will be available for questions/discussion. Do not allow the combined time for presentation and questions to exceed the allotment. This extra time deprives other speakers of the opportunity to fully present their work.

PRESENTATION EQUIPMENT/SOFTWARE

Each session room will be equipped with a laptop, projector, and microphone. Each presenter should be made aware that they are responsible for bringing their presentation on a thumb drive to transfer it to the computer provided in the session room. Presenters should not bring their personal computer to use during their presentation.

AT THE SESSION

Each presenter should arrive to the session room, fifteen minutes prior to the session, to load their own slides. Ask presenters to sit at the front of the room for quick access to the podium.