

35th AIAA/ASME Oklahoma Symposium

Saturday, April 18, 2015

Oklahoma State University, Stillwater

INSTRUCTIONS FOR SPEAKERS

- **General**
Please see the Session Chair and the Session Assistant before the start of the session to inform them that you are there, give them the name of the presenting author, and specify the audio-visual equipment that will be used. Please inform the organizers ahead of time if you should have to withdraw your presentation.
- **Presentation Length**
Each presentation is scheduled for a 15 minute block. Speakers are requested to plan for a 12 minute presentation, leaving 3 minutes for questions and audience movement to other sessions. The Session Chairs will be instructed to give you a signal at 10 minutes that you have two minutes left and to rise at 12 minutes to signal you to move toward a conclusion. You will be allowed to run into the question segment, but the Session Chairs will be instructed to stop the presentation at 14 minutes for questions, and stop the questions at 15 minutes to begin the next presentation on schedule. A strict schedule must be maintained to allow the audience to move between the parallel sessions. To maintain the schedule, a break will be taken for any missing presentation.
- **Audio-Visuals**
Please make sure that your visuals will be legible to the audience at the back of the room. This generally means using fonts of 18 or greater for PowerPoint presentations. Two of the rooms to be used are rather large. Each room will be equipped with a dedicated computer and computer projector. We prefer that you either bring your presentation on a USB flash memory device and load it on the computer desktop before the start of the session or bring your own laptop. With short presentations, we need to minimize time spent in making connections. Please contact the organizers about any special audio-visual requirements via an e-mail to sharon.green@okstate.edu with "Symposium" in the subject line or call (405) 744-5900.

For additional information, soon to include program schedule, see:
<http://www.mae.okstate.edu/>