

# 2011 IDETC / CIE

## Presentation Preparation

- **Presentation Length:** This depends on the total number of papers included in the session. Contact your session chair for specific timing. The average time is anywhere from 15-20 minutes and would need to include Q&A.
- **Breakfast:** All attendees are welcome to attend breakfast each morning. Breakfast begins at 7:30am and will end at 8:30am. This is not a sit-down breakfast. We invite you to grab some coffee and muffins and network with your fellow attendees.
- **Room Set up:** All technical session rooms will include a podium at the front and a head table where the session chairs can sit. Audience seating will be set “theater-style” (ie rows of chairs all facing the front of the room).
- **Audio Visual:** Each room will include a LCD Projector and a screen. Larger rooms will also include a podium microphone. If you require different equipment, please stop by the registration area and ask to speak with the event planner on site. We will make every effort to accommodate your request.
- **Computers:** Technical Session Rooms will NOT include computers. We request that presenters and/or session chairs bring their own personal laptop (or borrow one from a fellow attendee/organizer).
- **Registration:** Registration will be located in the foyer area outside the Regency Ballroom. You must pick up your badge and tickets in order to participate in conference functions. Registration hours are:

<b>Sunday, August 28<sup>th</sup></b>	7:30am – 6:00pm
<b>Monday, August 29<sup>th</sup></b>	7:00am – 6:00pm
<b>Tuesday, August 30<sup>th</sup></b>	7:00am – 5:00pm
<b>Wednesday, August 31<sup>st</sup></b>	7:00am – 12:00pm

- **Authors’ Practice Room:** The Grand Canyon Room is dedicated as the presenters practice room and will be available on a first come first serve basis during the registration hours. This room will include a LCD Projector and Screen.
- **No Show Policy:** As a reminder. If a paper is NOT presented on site in Washington, DC (regardless of whether or not that paper has a registration attached to it), the paper will be not be published in the official archival proceedings, which are registered with the Library of Congress and abstracted and indexed. It will also not be published in the ASME Digital Library and may not be cited as a published paper.
- **Questions:** If you have any questions at all, please ask a conference organizer or stop by the registration area and ask to speak with the event planner on site. We will make every effort to accommodate you.