



ADVANCED COMPOSITE MATERIALS IN BRIDGES AND STRUCTURES
MATÉRIAUX COMPOSITES D'AVANT-GARDE POUR PONTS ET CHARPENTES
Winnipeg, Manitoba, Canada, September 22 – 24, 2008 / 22, 23 et 24 septembre 2008

Instructions for Presenters and Session Chairs

For advance information on **program details** such as presentation times and location, visit <http://www.isiscanada.com/acmbms/index.htm>.

The time allocated for technical session speakers is a maximum of **20 minutes**, including questions. Lead speakers should check the program for the length of their presentation.

You will note that the program time frames indicate more presentation time than outlined above. The difference is an allowance for technical set-up time and to facilitate delegates moving from one session to another. Please keep to 20 minutes accordingly.

Session Chairs:

1. Be in your assigned room 10 minutes before the session is scheduled to start to ensure audio-visual equipment is operational.
2. Reconfirm with the speaker the limitations on their presentation time. It is imperative that all presentations start and end on time so please ensure that they do.
3. The objective is to give speakers the maximum time possible for their presentations. Therefore, introductions by session chairs must be brief. **Simply provide name, affiliation and a welcome to the lectern.** Do not read biographies nor summarize presentations.
4. Guide the question period.
5. Thank the speaker.
6. In the event a presentation is cancelled, do not change the timing of subsequent speakers.

Presenters:

1. Be in the assigned room 10 minutes before the session is scheduled to start.
2. Do not expect your biography to be read by the chair.
3. Presenters are expected to provide their own laptop computers for PowerPoint presentations. However, in the event that this is not possible, please provide your presentation on a memory stick or CD-ROM to the staff member in charge of your session room well in advance of the scheduled presentation time so that it can be loaded onto a conference laptop.
4. A presenters/speakers room will be provided to test out your equipment or modify your presentation.
5. Please adhere to the presentation time frame allocated to you by the chair.

Thank you for helping us orchestrate an efficient and enjoyable workshop.