

Instructions for Oral Presentation:

NFSI&ICFBI 2007 speakers should follow these instructions for preparing their presentations.

1. Each speaker presentation room will have an LCD projector and a laptop. Laptops will be running **Windows** with **PowerPoint**, **Adobe** and **Media Player**. Speakers should bring their presentation in electronic format as either a USB drive or CDROM. Speakers may use their own laptops.
2. Speakers in an oral session will have 20 minutes for their presentation and questions. Session chairs will monitor the time and keep the sessions on schedule.
3. Speakers should arrive to their session early, introduce themselves to the session chair, and verify that your presentation displays correctly.

Instructions for Poster Presentation:

Please follow these instructions for preparing your posters.

1. Each poster presenter will be provided with an easel and a white poster board. The poster board will be 1.2 m wide and 2 m high (approx 47 inches × 79 inches).
2. Poster presenters should bring all printed materials for their posters with them to the conference. Push-pins, glue sticks, tape and scissors will be available to construct your poster prior to the poster session.
3. Prepare all of your display during the Break time prior to the poster sessions. The posters must be manned by one of the authors during the assigned poster time.
4. If you want to keep your poster, you must take it with you at the end of the day. Any posters remaining after 6PM will be discarded.