Guidelines for Oral Presentations

Please go to the Program Book on the Conference Internet site to review the time and location for your presentation. See http://conferences.k-state.edu/phytotech2015/

Click on Program page, and then IPC12 program book
- confirm your speaking time
- date and meeting room location
- session chair
- prepare a short biography (3-5 sentences in length) to provide to the session chair

Presentation Information for Plenary sessions (Big Basin)

Plenary presentations should be prepared in Microsoft PowerPoint format. The presenter authors are asked to adhere to the time limits set and signage will be available letting you know when to wrap up your presentation.

A laptop (Windows 7, Office 2013), LCD projector, screen, remote presenter, and microphone will be available in the Plenary room. The room will be set-up classroom style and offers complimentary internet. We ask that you bring your presentation on a USB flash drive, with your presentation labeled by your last name and room name and arrive at your assigned room at least 15 minutes PRIOR to your presentation time. Please do not bring your presentation on your personal laptop. We cannot guarantee compatibility between your laptop and our projector.

Length – confirm exact time on schedule and make sure to include Questions and Answers into your presentation time.

Presentation Information for Oral Presentations (McDowell / Tuttle / Alcove / Konza)

Oral presentations should be prepared in Microsoft PowerPoint format. The presenter authors are asked to adhere to the time limits set and signage will be available letting you know when to wrap up your presentation.

A laptop (Windows 7, Office 2013), LCD projector, screen, remote presenter, and podium will be available in the oral presentation rooms. The room will be set-up theater style and offers complimentary internet. We ask that you bring your presentation on a USB flash drive, with your presentation labeled by your last name and abstract number (see program) and arrive at your assigned room at least 15 minutes PRIOR to your presentation time. Please do not bring your presentation on your personal laptop. We cannot guarantee compatibility between your laptop and our projector.

Length – 15 minutes and includes questions and answer time
Guidelines for Poster Presentations

Meeting Room – Flint Hills /King

Poster Size: Must be less than 4 feet x 4 feet or 120 cm x 120 cm.

Setup at 7:30 am – 8:30 am
Poster take down - 19:00

Schedule
Monday: Last name A-K
Tuesday: Last Name L-Z