

FREQUENTLY ASKED QUESTIONS:

Q. WHERE and WHEN?

A. DATES: July 29-Aug 1, 2018
Cobo Convention Center, Detroit, Michigan USA

Q. WHAT IS PROVIDED IN EACH SESSION FOR PRESENTATIONS?

A. Each technical session room is provided with a screen, projector, laptop, microphone, wireless mouse

Q. WHERE DO I SEND MY POWER POINT PRESENTATION?

A. Speakers are asked to bring their PowerPoint presentation on a **memory stick (USB)** to load on to the provided computer. PLEASE MAKE SURE YOUR PRESENTATION IS MICROSOFT WINDOWS COMPATIBLE. We suggest bringing a memory stick even if you also upload your slides to a cloud based drive in case there should be a failure with internet or connections.

LOADING YOUR PRESENTATION should take place 15 mins prior to the start of the *session*. If you will be leaving the session room to see another presentation, make sure your slides are ready to go and that you return to your presentation room 15 minutes prior to your own presentation time. Some moderators may collect slides prior to the meeting to load them all at once- ask you moderator if you need to provide your presentation ahead of time.

Please note that computers do not stay in the same room for the entire meeting- loading the slides days or even hours before your session time will not guarantee their availability in the correct room.

Q. POSTER SESSION INFORMATION

A. Poster board dimensions: 4 foot vertical by 4 foot horizontal. Recommended usable space is 44 inches vertical and 44 inches horizontal.

Poster presentations offer maximum opportunity for direct interaction between the presenter and the audience as well as overall professional exposure for the author. Posters will be placed on the poster boards 15 minutes prior to the beginning of the 2.5 hour session and removed 15 minutes after the session. Those not removed will be destroyed.

Poster session presenters are expected to be available during the poster session to discuss their work.

Q. DRESS

A. Normal attire is business dress (Tie, blazer, sport coat or suit, etc). Some attendees will be business casual (dockers, blouse, sport shirt, etc.).

Please visit <http://www.asabemeetings.org/authors.html> for more information or contact your moderator with questions.