

### **INSTRUCTIONS FOR IMRF TALK PRESENTERS:**

For most TALK sessions (i.e., not symposia) the duration of a talk should be between 15 and 20 minutes depending on the session. We ask presenters to leave at least 5 minutes for questions, and 2 minute for transition between speakers. Chairs of the talk sessions will ensure that talk sessions remain on schedule.

For each symposium, the Chair of the symposium will be responsible for establishing the duration of talks and the time to be allotted for questions and transitions between speakers.

The conference schedule is available on the website. To find your abstract number, and time of presentation, please go to: <http://www.science.mcmaster.ca/~IMRF/2003/program.php>

For those presenters using a presentation graphics program, it is requested that you use PowerPoint 2000 and that it be compatible with a PC Windows platform. Note that Powerpoint for Macintosh OS X files typically open fine in Windows 2000, however, please confirm this for your particular talk. Further, all presenters that will be presenting multimedia demonstrations (e.g. video clips) should save such files in a QuickTime or Windows Media Player format. Your talk should be saved on a CD (not floppy). Use of your personal laptop is possible, although discouraged to facilitate transitions between speakers.

The conference room will be equipped with a PC laptop, Projector, Overhead projector, Laser pointer, VCR and Slide projector.

If for any reason you are not able to maintain the requested format or require additional hardware/software, please contact [AVneeds@multisense.info](mailto:AVneeds@multisense.info) as soon as possible so that the appropriate arrangements can be made.

### **INSTRUCTIONS FOR IMRF POSTER PRESENTERS**

Poster boards will be 4 feet (1.2 m) tall by 8 feet (2.4 m) wide. The poster boards will have a velcro surface, and adhesive velcro tabs that can be attached to your poster will be available at the site of the poster session. Both poster sessions will be held in the Market Place of the McMaster University Student Center. Poster numbers will be identical to the abstract number of submissions, as identified in the conference program:<http://www.science.mcmaster.ca/~IMRF/2003/program.php>