Presenter Guidelines

Oral Presentations

All speakers are asked to meet with their Session Chair *10 minutes before the start of their session* in the room in which the session will be held to upload your talks on the provided computer. **The preferred method is to bring your presentation on a memory stick and use the computer provided**.

You also have the option of using your own laptop computer, but you will need to provide the necessary adapter(s) to connect your laptop to the standard DB15 VGA input on the projector. If you wish to use a remote presenter, please plan to bring one that is compatible with your machine. A power strip will be available for you to plug in your computer.

If using computer audio during your presentation, you must notify the conference in advance: dxc@icdd.com. Mixing audio into the sound system is not available unless requested.

A preparation room will be available for speakers use during the conference. Please check at the conference registration desk for the exact location of the Speaker Ready Room.

Contributed Oral Papers - 20 minutes (15 minutes for the talk, 5 minutes for discussion)

Invited Oral Papers - 30 minutes (25 minutes for the talk, 5 minutes for discussion)

Plenary Session Papers - 45 minutes (40 minutes for the talk, 5 minutes for discussion)

New Developments in XRD & XRF Instrumentation - all 15 minutes for presentation.

Each Oral Session Room will be Equipped as Follows:
Sound system and microphone. We *strongly* encourage its use.

- A remote presenter (mouse) with a laser pointer, connected to the computer provided for the session.

- A screen and a video projector (beamer). Projectors are 1280 x 800 and scale up to 1920 x 1080. Projectors are in the 16:9 aspect ratio (widescreen) and will accommodate PPTs created in that format. PPTs created in 4:3 will fill the screen in height but not in width, with black bars appearing on the sides.

- A laptop computer running MS Office will be provided. PowerPoint is included on the laptops with Adobe Reader.

Cancellation of Poster or Oral Presentation
It is considered unprofessional for a presentation to be cancelled after it has been widely publicized. However, the DXC Organizing Committee realizes that emergencies can arise. If you need to cancel your presentation, please notify Stephanie Jennings as soon as possible: sjennings@icdd.com. This is important for both oral and poster sessions. Those who do not present their publicized work and do not send cancellation notice (No-Shows) will jeopardize their opportunity to present at future conferences.

Please Note: *Denver X-ray Conference/ICDD does not permit any type of recording (photography, video, audio, etc.) of lectures, posters, tutorials, workshops and commercial exhibits at the Denver X-ray Conference without prior permission of ICDD or the individuals/entity involved.*