

**Healthy Buildings 2009 Conference and Exhibition
Syracuse, NY USA September 13-17, 2009**

Instructions for Presenters

PODIUM PRESENTATION

- All presentations will be in English. Presenting author is responsible for translating any information requiring translation to English.
- **Each Podium presentation is 9 minutes long**
- Questions & Answers will be held during the last 10-15 minutes of each technical session on all podium presentations at that session.
- Use only MS Power Point format for your presentations. Technical support is only available for MS Power Point.
- Presentations must be free of “commercialism”. If you use your company logo, limit the company logo to the first slide of the presentation.

Preparing your Presentation

- Prepare one slide per minute. Your presentation should contain 8 to 10 slides.
- Prepare and view the slides in advance.
- To be legible to the audience, use font size 18 or larger.
- Make sure figures and photos are large and legible.
- Tables should have no more than 5 columns [full screen] to be easily readable.

Uploading your Presentation

- You must upload your presentation one day in advance of the day of your presentation
- Upload your presentation at the **Speakers Room** located at the OnCenter Conference Center. This room will be open from 9 AM until 5 PM on Monday, Tuesday and Wednesday and from 9 AM until 11 AM on Thursday.
- For those authors presenting on Monday, presentations must be uploaded on Sunday. The Speakers Room will be open from 10 AM until 3 PM on Sunday.

On the Day of your Presentation

- Arrive 10 minutes early at the designated room of your session.
- You must be present in the room before your session begins.
- Prepare a note listing your paper #, your name and affiliation, and title of your paper. Also, list name and affiliation of all co-authors of your presentation.
- Hand this note to the Session Chair, before your session begins.
- After your talk is introduced by the Session Chair, begin speaking immediately from Slide 1. Do not repeat names of co-authors and other information.
- You will be given a “**1-minute remains**” warning by the Session Chair. It is highly advised that you show the conclusion slide at this warning and prepare to conclude your talk.
- Stop speaking when the allocated time ends.
- Stay through the end of your session to respond to any questions on your talk.
- Answer your questions briefly. If additional discussion time is needed, we encourage you to follow-up with the audience after the session ends.