

INFORMATION FOR SPEAKERS/PRESENTERS

Dear Presenter,

I would like to welcome you to the POMS 2012 conference and to congratulate you for being a presenter.

As a presenter you will be presenting your research and answering any questions that the audience may have. You are requested to adhere to the presentation timeline that the session's chair will announce at the beginning of the session. In case the session chair is absent for some unavoidable reasons, please coordinate with the other presenters in the session and decide who among the presenters will play the role of the session chair.

Please be aware of these important points:

Set up. Presentation rooms will have LCD projectors. But they will NOT have computers. Speakers are responsible for bringing their own laptops. Please arrive early enough at the presentation room to meet the session chair, to check projector connections, and to facilitate laptop-sharing. **If you do not intend to bring your own laptop, you should email the session chair in advance so that s/he may make appropriate arrangements with other speakers' in the session.**

Timing. Each session is 90 minutes long and hosts 4 or 5 speakers. The session chair will let each presenter know how much time is allocated to each presenter. Please adhere to session chair's instructions to ensure a streamlined session.

Questions. Please follow session chair's lead while answering questions. If an audience member wants to discuss a specific issue related to your research please suggest a one-on-one discussion among the two of you after the session is over.

I am looking forward to seeing you, and wishing you a productive and entertaining conference.

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