

SPEAKER GUIDELINES

Coastal Structures & Solutions to Coastal Disasters®

Joint Conference 2015

Thank you for participating as a speaker. Your participation in the conference program is vital to our success. This document will assist you in preparing your presentation. The [FINAL PROGRAM](#) has been confirmed and published.

PLEASE REVIEW THE [FINAL PROGRAM](#) TO CONFIRM YOUR SESSION DATE & TIME.

YOUR PRESENTATION:

Ensure that all text, including text within graphics, is legible to those in the back of the room. Do not use fonts smaller than size 20.

You have 15 minutes maximum duration for your presentation with 5 minutes of Q&A. During Q&A please repeat any questions before answering.

Plan to meet with your moderator and check-in with them at the conference ahead of the session.

Laptop computers will be provided for each session and all presentations for that session will be pre-loaded onto that computer by the conference staff. All presenters should submit a copy of their presentation in advance (no less than 4 hours) of their scheduled session to the conference staff.

Presentation Upload stations will be set up on:

Tuesday afternoon from 5:00- 7:00 p.m. at the Registration desk

Wednesday – Friday, beginning at 7:30 am in the speaker ready room.

You should arrive at the session room 15 minutes before your session begins and sit in the front of the room. To ensure every presenter receives the allotted time to present, **presentation will not be permitted to be loaded at the time of the session.**

Speaker Ready Room (Conference Room) is located on the 3rd Floor and will be Available daily from 7:30 a.m. to 4:00 p.m.

Practice! Practice! Practice!