

INSTRUCTIONS FOR ORAL AND POSTER PAPER PRESENTERS AT THE 10TH INTERNATIONAL CONFERENCE ON PRECISION AGRICULTURE

Instructions for Oral Paper Presenter:

1. A total of 20 minutes are scheduled for each presentation. Only 18 minutes are scheduled for the talk, while the remaining 2 minutes are for questions & answers; and the transition time needed for the next speaker to get ready for his/her presentation.
2. At the time you pick up your conference registration. Please bring along with you, your **power-point presentation** (MS Windows version. Sorry, no Apple computers) on a jump-drive/thumb drive/USB drive. Person at the registration desk would help you to upload your presentation on to a dedicated conference computer.
3. Please ensure that your presentation is uploaded on the computer (in your respective session room) at least 15 minutes ahead of the session starting time. Bring your presentation with you on a jump-drive/thumb drive/USB drive to the presentation room.
4. Please take time to identify the room scheduled for your oral paper presentation ahead of time.
5. You will find a Presiding officer in the room for each assigned session. Please introduce yourself to the presiding officer and understand how he/she would signal to you when only 10 minutes are remaining, 5 minutes and for the last 2 minutes of your presentation.
6. ALL speakers MUST stop when only one minute remains in his/her allocated time.

Instructions for Poster Presenter:

1. The poster board dimensions are 4 feet vertical by 8 feet horizontal. Velcro fasteners (the hooks half) on your poster will stick to the board. Pins will be available if you don't have velcro.
2. Each poster is assigned a unique number. You will find your poster number in the program book (now available online) that you will receive at the registration desk at the time on your check-in.
3. You are requested to display your poster on your respective poster board starting at 7AM Monday July 19, 2010.
4. Posters will be displayed for the first two days (July 19th and 20th) of the conference. You could remove your poster from the poster board after 7PM Tuesday July 20th, 2010.

5. Poster authors are expected to be present at their poster boards from 5:00pm to 6:30pm on Monday 19th and Tuesday July 20th (check program details in your program book to find out your assigned time-slot). Your presence is needed to answer any questions that conference participants may have during that poster session.