

Speaker Guidelines

- **Invited talks** are given 20 minutes plus 4 minutes for discussion. **Contributed talks** are 10 minutes in duration with 2 minutes for discussion. Discussion is often vital to work presented, and these times will be strictly adhered to.
- AAPT will provide an LCD projector and a microphone in each session room. It is important to use a microphone to accommodate those that are hearing impaired.
- Sound will be available for videos.
- Laptops will not be provided in the session rooms. If you are not able to bring your own laptop, please check with the session organizer to make other arrangements.
- Session rooms will be available 1/2 hour before the start of each session. It is important to arrive at the session room at least 10 minutes in advance to either load your presentation onto another presenter's laptop or hook up your own.
- Basic wireless internet will be available in the meeting space.
- MAC users please be sure to have the proper connection cables.