

Speaker Instructions

Time

Invited papers are given 25 minutes with 5 minutes for discussion. Contributed papers are 8 minutes in duration with 2 minutes for discussion. Discussion is often vital to work presented, and these times will be strictly adhered to.

It is important to arrive to the session room at least 10 minutes in advance to either load your presentation onto another presenter's laptop or hookup your own.

Audio Visual Equipment

AAPT will provide a LCD projector w/sound for video and a microphone in each session room. 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.

Please be sure to use the microphone when giving your presentation to accommodate those in the room that may have a hearing disability.

MAC users please be sure to have the proper connections cables. All LCD projectors come with a VGA connection. A limited number of MAC dongles will be available onsite.

Internet

We ask that you only request the use of the internet if it is **absolutely imperative** to your presentation. If you are able to work around a live connection it would be appreciated.

Video Presentations

AAPT will not be responsible for or provide the necessary equipment for any type of video presentation (Skype, WebEx, Zoom, etc.) sessions at the national meetings. We require that all speakers be present to give their presentations.

Archive Presentations

AAPT would like to collect and archive all presentations from the winter and summer meetings. Please forward a copy of your presentation to webmaster@aapt.org.