



North American Congress on Biomechanics

2008

August 5 - 9
Ann Arbor, Michigan

NACOB 2008 INSTRUCTIONS FOR PODIUM PRESENTERS

Each podium abstract will be provided a total of 15 minutes, which includes the oral presentation and questions. There will be **12 minutes for the author's presentation and up to 3 minutes for questions** following the presentation. There will be a light system utilized during the presentations that will indicate when the presentation is nearing the end and when the 12 minutes is up. The timing for the presentations will be strictly enforced by the chairs in order to facilitate timely transitions between the concurrent sessions. Presenters are encouraged to consider using the guideline of no more than **1 slide per minute** when creating their presentations. You must disclose any conflicts of interest regarding the work you are presenting at the beginning of the presentation.

All presentations will need to be loaded onto a central computer server in the Speaker Ready Room (Michigan Room on the second floor in the Michigan League Building, right near the Registration Desk), at least 4 hours before your session. You can do this via USB external drive (datakey/memory stick/flash drive), CD, or DVD. After you have made sure the presentation works on the computers, the presentation will be uploaded to a server. All presentations on the central server will be downloaded to the local computer for each session 1 hour before the start of the session. If your presentation has video or animation files, you should report to the room in which you are going to give the talk at least 30 mins before the session starts so you can check that the video runs smoothly.

Each session room will be equipped with appropriate presentation equipment for your use, including a laser pointer. There will be an audio-visual technician present in each room during the presentations if you need assistance. Check in with the technician in your presentation room before your session to make sure your presentation is working properly. If you are planning to run a video during your presentation, make sure that it is running properly and copied over appropriately when you load your presentation onto the central server in the Speaker Ready Room.

Computers used at the Congress for projecting presentations will be running Windows XP. Each will have PowerPoint 2003 and 2007. Thus, you should make sure your presentation will work with either PowerPoint 2003 or 2007.