

2019 IAI Presenter Information: Reno August 11-17

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We are here to support you and help you make your presentation the most effective possible!

I hope you find the following information informative, please contact me with any questions before the conference, at the conference you can find me and/or my support staff at the Presenter Booth!

Conference Pre-Registration

- All presenters (Lecture, Workshop and/or Poster) register as a Speaker/Presenter.
- Pick up conference materials at the Presenter Registration Desk
- You will receive a certificate in your packet to document your contribution.

Location and site information

- Conference webpage: [2019 IAI Educational Conference Information and Registration](#)
- Visit the website about page for hotel and site information. Register soon, hotel rooms are limited at the conference venue.
- Realize that rooms change occasionally, always double check your room assignment at the start of the conference.
- Each podium will have contact information for presenter staff and AV assistance.

AV/General Presentation Information

- All lecture rooms have laptops projectors, screens, microphones and speakers.
- All workshop rooms projectors, screens, and microphones if large rooms.
- There is WIFI throughout the hotel including the classrooms. Please check if this is sufficient for your needs upon arrival. It will not be sufficient for streaming large videos, it is recommended you download those if they are part of your presentation.
- If you have a mac computer, please bring the appropriate connector for the projector. If you have any questions about this please contact me.
- To load your presentation, it will need to be on a flash drive. It is recommended that you preload your presentation during a break or the morning prior to your presentation.
- If you would like to share your presentation electronically, email it by July 30 as a pdf file 10 mb or less to me.
- Please read the abstract you put forth and that is published and ensure your presentation addresses all that is included in the abstract.
- Practice your timing and save room for questions at the end.

Lecture Specific Information

- Lectures will be introduced, it is a good idea to become familiar with the discipline chair that will arrange for the introductions. Most lecturers will encounter the discipline chair early in the conference with the introduction of the first presentations. The discipline to which your presentation has been assigned is listed in the program. If you would like to contact the chair ahead of time, please feel free to do so. If you need assistance contacting them, email me and I will put you in touch.
- There is a 5-minute break scheduled between each lecture. It is recommended that you attend the lecture prior to yours to ensure you are ready to go on time.

- Your lecture must end on time to keep the schedule on track. Please keep track of time and pay attention to the moderator for time signals, and respect staying within the scheduled parameters.

Workshop Specific Information

- Emails have gone out to presenters that have indicated they needed supplies, shipping, handout printing and/or a laptop provided. If you have not received an email and you have questions about the availability of any of the above, please contact me.
- The application asked if you had any biohazards, chemical or physical hazards. Emails have gone out discussing the safety details for these hazards. If you have not received an email, and have hazards associated with your workshop please contact me immediately. Workshop presenters are responsible for notifying us of any safety needs and providing MSDS information.
- If you ordered handouts printed, shipped materials, or arranged for supplies, information can be found about obtaining these items at the presenter desk.
- You will have a workshop packet with a roster, certificates and evaluations that will be delivered to your workshop room before the start of your workshop. It will be picked up at the end of your workshop.
- Workshops in general include enough classroom style (chair and table) seats for your attendees, plus an open area in back with tables for supplies and/or hands on workspace. Please feel free to check out your room at the start of the week and let us know if you need more tables etc.
- Chemical and other 'messy' workshops are located in rooms that include PPE and table coverings and other pre-requested supplies. Please check these rooms at the start of the week and notify us at the presenter desk if you need any additional supplies. At the conference it is not always possible to meet last minute requests, so if you anticipate any needs or want to double check, please contact me.
- You are responsible for set up and clean up for your workshop. Any assistance please contact me or see us at the presenter desk.
- If you have received support from a company (equipment/supplies) please remember to thank them with a slide in your presentation. The IAI has signs etc. for companies that provide supplies directly to us, but are often not aware of companies that donate directly to you. To prevent discrepancies in appreciation, please remember to acknowledge them during your workshop.
- Evaluations are conducted and are used to help us improve the program. Due to the volume of instructors and evaluations, it is unwieldy to try to share these with instructors after the conference. You are encouraged to read them at the close of your workshop for your own edification. If copies are important to you, see me at the conference for options.
- Scheduled breaks are taken during workshops at the discretion of the instructor. On Tuesday breaks are an hour long, and include refreshments in the vendor area (9:30am-10:30am and 2:30pm-3:30pm). If your workshop is on Tuesday, release during these times and require a return time at your discretion.

Poster Specific Information

- Poster size: The poster display boards are 4x8 feet, so the poster should not exceed these dimensions. It should be large enough to display text so that it is easily read.
- Set up: Posters can be placed on the boards located in the exhibit hall beginning Tuesday morning, and must be placed before 5 pm Tuesday.

- Tuesday Poster Presentation: Poster presenters are expected to stand by their poster and answer questions during the Poster session 5-7pm August 13th in the exhibit hall. No formal presentation is required.
- Pick up: Posters will be displayed in the exhibit hall through Wednesday afternoon, they will be moved to the conference central area for viewing Thursday. Posters may be taken any time after Wednesday afternoon. It is encouraged they are left for continuous viewing on Thursday, and picked up the end of the day Thursday by 5 pm.
- Student posters will be judged by a team. Scholarship awards sponsored by Ideal Innovations Inc., will be distributed as a result of the judging.