Upon Arrival:
The Research, Automotive and Security Presenters and Special Session and Invited Presenters are required to attend the Speakers Breakfast on the day of your presentation.

The location is as follows:
Tuesday, June 9, Wednesday, June 10 and Thursday, June 11 – Room 309

Audio/Visual Practice Rooms – by room 309 in Esplanade Area

Practice rooms are provided for:
- last-minute polishing
- to rehearse your presentation in front of friends or colleagues
- to fine tune your timing

Sign up for the use of the A/V Practice Room to rehearse your presentation. Sign-up sheets with time slots are hanging beside the doors of the practice rooms. You can only sign up for a maximum of two hours practice per day in total (not per room) in order to give everyone the opportunity for last-minute rehearsing. There can be a maximum of three people in one cubicle at the same time. If you feel the need to deviate from these restrictions, please ask the AV consultants, who can be found in the adjacent practice rooms.

Before You Speak:

**You are required to attend the Speakers' Breakfast on the Day of Your Presentation**

- Meet your Session Chair to go over details of your presentation and get answers to any last minute questions. You must arrive 15 minutes prior to your session to load your presentation on the computer in the meeting room.
- Make sure that your Session Chair has your bio to introduce you appropriately.
- A member of the Presentation Help Desk staff will be available to answer any unresolved questions. If you still have any questions, make sure to see them at the Breakfast.
- Make sure you have the latest version of your presentation with you on a USB drive. Please be ready to load your slides on the computer in the meeting room 15 minutes before the session begins. You CANNOT present directly from your laptop.
  In case this poses a problem, contact Kathy Embler.

**15 minutes prior to your session:**

- Work with the Session Chair to ensure your slides are properly loaded on the computer.
- The Chair will introduce each presenter in order of the program. If by chance a speaker is absent, the Session Chair will make that announcement and continue to maintain the timing of the entire session. The audience at DAC usually computes the exact time and place of each presentation they wish to attend and so presentation and session timing will be maintained.
- Sit in the front row, near the podium and approach the stage when your presentation is first introduced.
- Every screen has at least one leg that will be in the presenters’ walking path. Clear your walking area.

**Portable microphone:**

- Place it high and centered on your shirts’ collar under the chin.
- Do not place it on a side collar; moving your head from side-to-side should not be the volume control.
- Do not place it too low; the volume will have to be turned up and feedback is inevitable.
While You Speak:
Your presentation has a time limit - do not go over your limit. Each room has a timer controlled by the Session Chair. It has a green light on for your presentation minutes, then a yellow light for wrap-up and question minutes. The red light indicates that it is time you must finish. If you have not finished as the red light comes on, within 15 seconds the Session Chair will stop your presentation in mid-sentence. It is also not good to finish too early, so work on the timing.
  • Begin by thanking your Session Chair.
  • Conclude your presentation by saying "thank-you" forcefully. This keys the audience that you have finished and they should applaud or wait for the Session Chair.

After You Speak:
At the conclusion of each presentation session for ESS, EDA, Security, Automotive and Research Technical Manuscripts only, speakers are required to participate in a 30-minute poster session. This is to enable interactive discussions with the conference attendees.
  • The Session Chair will direct all audience members to meet you at your poster for further discussion.
  • We will list your poster location by Session numbers
  • Please read the poster guidelines and set up instructions at Poster Prep based on the day of your presentation.
  • Make sure that you have uploaded the correct, final version of your slides to post with your manuscript on the DAC Archive website.