

**2003 International Ash Utilization Symposium
October 20-22, 2003**

SPEAKER PRESENTATION SHEET

- **All Speakers should check in with the session chair 15 to 30 minutes prior to beginning of session.**
- **AV technicians will be available to load presentations to conference laptops 7:25 am-7:55 am. and 12:00 pm - 1:15 pm each day.**

GENERAL PRESENTATION SETUP HINTS

- Rooms will be open to speakers by 7:25 am each morning before sessions begin.
 - Speakers should introduce themselves to the Session Chair **BEFORE** session begins.
 - **Talks are 25 minutes with 5-minute question and answer period.**
 - An AV technician will be available to assist the speaker in each session room.
 - Speakers should inform AV technician of AV equipment needs **BEFORE** session begins.
 - AV technician will power up/set-up ALL conference laptops **BEFORE** session begins.
 - AV technician will use the Q & A period to make any adjustments needed for the next presentation.

DATA PROJECTOR / POWERPOINT PRESENTATIONS

GENERAL

- Prepare presentation on CD or ZIP Disk.
- **Plan to use conference laptops for Powerpoint presentations.** (Conference laptops are PC-based; Apple platform is not supported.)
- Limited technical support will be provided in each room.
- Conference laptops can be placed on the podium or the table beside the podium.
 - NO REMOTES are available for the data projectors.
- Presentation will appear **on both the screen and laptop monitor** by pressing the **FN** key and the correct function key simultaneously as follows:
 - Depending on the laptop, press FN and F5, F7, F8, or F12.
 - Wait several seconds to allow images to appear
 - May require two or more tries to make presentation appear on both screens
 - Press AUTO on data projector if edges of screen image are cut off. This occurs when some laptops are connected to data projectors.
- Presentation must display properly at either **1024 X 768 or 800 x 600** resolution (SVGA or XGA). Maximum resolution is 1024 x 768. To set the resolution on a laptop:
 - Select -Start menu - Settings - Control panel - Display - Settings - "Screen area" should read 1024 x 768 pixels or 800 x 600 pixels.

POWERPOINT

- The AV technician will copy your presentation (and video clip if you are using one) to Laptop Desktop from CD or Zip Disk. This must be done **BEFORE** your session begins.
- **We strongly suggest that an alternative format (overhead transparencies, slides) be brought to the conference.**

A/V EQUIPMENT PROVIDED IN EACH SESSION/MEETING ROOM

- 1 data projector (1900 lumens Box Light brand)
- 1 overhead projector
- 1 laser pointer
- 1 lapel mike for speaker (wired)
- 1 screen
- 1 podium w/light and table
- Laptop computers (with CD and Zip drives) are available in EACH SESSION ROOM for use in presentations. Contact AV technician BEFORE your session to load your presentation on the conference laptop.

A 35mm slide projector w/remote control (and 1 slide tray) will be made available to presenters **ONLY by prior arrangement** with conference staff.

Other AV equipment will be available upon request at speaker's expense. Requests must be made in advance.

A/V EQUIPMENT PROVIDED IN SPEAKER READY ROOM FOR PREPARATION BEFORE PRESENTATION

- 1 slide projector
- 1 overhead projector
- 1 slide tray
- 1 screen
- 1 data projector
- 1 laptop computer with CD and ZIP drives

SPEAKER READY ROOM

- The Speaker Ready Room will be open as follows:

▪ Sunday	October 19, 2003	5:00 pm - 8:00 pm
▪ Monday	October 20, 2003	7:00 am - 5:00 pm
▪ Tuesday	October 21, 2003	7:00 am - 4:30 pm
▪ Wednesday	October 22, 2003	7:00 am - 12:00 pm (noon)

CAER AV Technician will be available to assist presenters during the above scheduled times. Please schedule a time with the technician as soon as possible upon arrival at the conference.

PRIOR TO THE 2003 CONFERENCE

- Presenters will be contacted prior to the conference (early October 2003) to determine AV needs. (i.e. use of a conference laptop, overhead projector, etc.)
- Presenters will be requested to sign a "**waiver of permission**" form to place his/her 2003 International Ash Utilization Symposium paper and/or presentation on the Ash Virtual Library website located at <http://www.flyash.info>
- **THIS IS IN NO WAY A TRANSFER OF COPYRIGHT OWNERSHIP.**

CONFERENCE AREA

- Main conference area is in the Lexington Center's Heritage Hall.
- Registration area, exhibits, break area, computer room, speaker ready room location
 - The four concurrent sessions will be held in Ballrooms 1, 2, 3 and Meeting Room C/D in Lexington Center's Heritage Hall. The plenary sessions (Welcome, Keynote, Government Panel) will be held in Ballrooms 1,2,3 joined into one room.
 - Check the message board regularly for most recent updates to session schedules.