

Instructions for Presenters/Authors

- ❖ Have an e-version of presentation available on diskette or CD using POWERPOINT (Office 2000)
- ❖ Presenters should choose a dark background color for their slides with good visual contrast to ensure good readability in various lighting conditions.
- ❖ Authors should present their e-version by September 17, 2003 or 1 day prior to the presentation such that the files can be loaded into the computers prior to the session
- ❖ The option to present using an overhead transparency projector will be available
- ❖ Presenters should provide a hard copy of their presentation to the conference coordinator (Philip McCloskey) when submitting e-version
- ❖ Any additional audio visual requirements/needs should be brought to the conference coordinators attention

Instructions for Poster Presenters

- ❖ A 90 minute poster session will be held at the CASTS Conference 2003 on Friday September 19, 2003 at 4:15 to 5:45 pm.
- ❖ Both poster sessions will be held in Ballroom C of the Saskatoon Inn.
- ❖ A 4' x 8' space allocation will be provided.
- ❖ 8' x 2.5' table will be provided.
- ❖ Poster boards will be provided.
- ❖ Thumb tacks will be provided to secure materials to poster boards.
- ❖ Electrical outlets will be provided.
- ❖ Additional requirements should be submitted to the conference coordinator
- ❖ Best student poster will receive a prize to acknowledge their hard work