

## OPEG Presenter Guidelines

Conference presenters are expected to register and pay for conference registration, attend and present the session proposed, and to have a professional demeanor and appearance. Presenters may wish to bring business cards or other information materials to distribute as contact information.

Presenters are responsible for providing any presentation materials, such as handouts, necessary for the presentation to the audience. In addition, electronic copies of materials and presentations (PDF format preferred) are expected to be submitted for inclusion on the OPEG web site for OPEG attendees or members to download.

Normally OPEG can provide LCD projectors and screens. Presenters are responsible for providing laptops or other equipment needed for presentations. Special requirements should be discussed with the Program Committee.

Arrive early enough to ensure presenters will find the room and have equipment working properly. Also be mindful of the day's agenda and end sessions on time.

Unless otherwise indicated, presentations should be approximately 45 minutes. About 15 minutes is suggested for questions and answers. Generally a moderator will be available to introduce speakers and alert presenters when time is running out.