

**Oral Presentations**  
**SAGEEP 2011**  
**Charleston, South Carolina**

The oral presentations form a significant and important part of the Technical Program for SAGEEP 2011, and we are excited to provide an oral presentation format designed to give your talk(s) maximum visibility and impact! Please note that all presentations will be included in the SAGEEP Best Paper Evaluation process.

Timing Logistics

Oral presentations will be 15 minutes long, with a few minutes available in between talks for questions and switching speakers (each talk has a firm time block of 20 minutes total). We will have lights at each podium to assist you in staying on time. The light will be Green 0-12 mins; Yellow 12-15 mins; Red 15-17 mins; and Red Blinking 17 mins. The session chairs will be told to have you finish at the Red Light (15 minutes) and then ask for questions from the audience. The session chairs will be asked to have you leave the stage at 17 min (regardless of where you are in your talk/question period) so that the program can remain on time throughout the day. Since we have four concurrent sessions it will be critical to the success of the program that oral presentations remain on time, to allow attendees to easily switch between sessions.

Oral Presentation Format Logistics

Your presentation should be in Microsoft PowerPoint in MS Windows 97-2003 Presentation format. This should help to avoid any operating system conflicts. You will load this onto a MS Windows laptop available from the session chairs prior to the beginning of your session, which will allow you to check through to ensure your graphics/movies show correctly. If you must have your presentation in PowerPoint 2010 (Windows) or in a Mac format, you should bring your own laptop computer and then you can link directly to the projector. Be aware, however, that switchover may slightly delay the start of your talk, but you will still need to end at the required time.

Set-Up Logistics

Ideally, you will have your prepared talk in Microsoft PowerPoint in MS Windows 97-2003 Presentation format on a USB memory stick (aka thumb drive). You will load this onto a MS Windows laptop available from the session chairs in your assigned room prior to the beginning of your session. [Note: If you do not meet with the session chairs prior to your session and load your talk—and end up having to load it at the beginning of your presentation—it may delay the beginning of your talk but you will still need to end at the required time.] If you are interested, you should free to contact your session chair directly (see details on the Technical Program if you are unaware of your session chairs) to set up a time to meet or email them your talk in advance.

**Thanks for your participation in SAGEEP 2011!**