

Conference Presenter Guidelines

IARR Boston 2024

Preparing and Presenting at Your Session

Review Your Session Details: Familiarize yourself with the date, time, and format of your presentation. Ensure that you understand any specific requirements or instructions provided by the conference organizers. Specific requirements are listed below.

Symposia and Oral Presentations: Symposia and oral presentation sessions are 75 minutes in length and contain 4-5 individual presentations. Each individual talk should be no longer than **12 minutes**. Presenters should deliver their talks one right after the next and save questions until after all presenters are done. Speakers should monitor time limits for each other to ensure they do not go over time. Sessions must end promptly on schedule to allow adequate time for the room to be reset for the next session. All presentation rooms will have a projector and a screen. **At least one presenter from each session will need to bring a computer.** All presentations should be loaded onto that computer prior to the start of the session. **Please note, presenters should bring their presentations on flash drives because there will be NO WIFI or internet access in the presentation rooms.** Presenters should arrive to their rooms no less than 15 minutes ahead of their scheduled time to load their slides.

Data Blitz: Data blitz sessions are 75 minutes in length and will contain 9-10 presentations followed by informal conversation and networking. Each individual talk should be no longer than **3 minutes** to allow ample time for discussion. Speakers should monitor time limits for each other to ensure they do not go over time. Presenters should deliver their talks one right after the next and save questions until the end. After all presenters are done, they should spread out across the room so audience members can circulate to talk with presenters individually. Sessions must end promptly on schedule to allow adequate time for the room to be reset for the next session. All presentation rooms will have a projector and a screen. **At least one presenter from each session will need to bring a computer.** However, all presenters who wish to use slides should load them onto a single computer prior to the start of the session. Slides are NOT required. **Please note, presenters should bring their presentations on flash drives because there will be NO WIFI or internet access in the presentation rooms.** Presenters should arrive to their rooms no less than 15 minutes ahead of their scheduled time to load their slides. Please remember that data blitz talks are meant to be brief to facilitate discussion, so presenters should limit themselves to no more than 2-3 slides.

Panel Discussion: Panel discussions consist of a group of scholars facilitating a discussion around a topic. Panel discussions are 75 minutes in length and should be facilitated by the chair of the panel who is also responsible for monitoring time. **No technology will be available in panel discussion rooms.**

Posters: A poster is a graphical display that should contain a short abstract, introduction, methods, results, and discussion. It provides an opportunity for in-depth discussion between presenters and attendees. At least one presenter should be at each poster for the duration of each poster session. Presenters should arrive between 7:30-8:00am to hang their posters. They should leave them hanging through the afternoon session at which time they can be picked up. Support staff will remove posters at the end of the day and hold them for pick up the next day. Any posters left at the end of the conference will be discarded. Poster sessions are **75 minutes in length**. No technology equipment will be available at poster sessions. Posters should be 30 X 40 inches and organized in landscape format. Fasteners will be provided on the poster boards.