

Regis University Celebration of Research, Scholarship, and Creative Excellence

April 16, 2014; 10:00 am – 5:00 pm

Peter Claver Hall

INSTRUCTIONS FOR PLATFORM PRESENTERS:

PowerPoint guidelines. If you are using PowerPoint (PPT), you will be asked to bring your presentation on a thumb (stick) USB drive to the session chair in the 15 minute break before the session; all PPTs will be run from either the session chair's laptop, or conference room computer. As a failsafe, please email your presentation to Leah Sheridan (lsheridan@regis.edu) by April 15, so that it may be preloaded on the conference room computer the morning of April 16.

At your symposium session...

- Arrive 15 minutes before the start of your session — in other words, during the break that immediately precedes your session.
- Introduce yourself to the chair if you have not already met (see program for chair assignments).
- Follow the session chair's instructions and give your presentation, staying within time limits.
 - The chair will hold up a two minute card to notify you of your remaining time.
 - The chair is charged with keeping the session on time. Please adhere to the 12 minute presentation limit, and respect the 3 minutes for questions.

Audiovisual equipment in the rooms. Each room will be equipped with the following A-V equipment: a computer, an LCD projector, a screen, a laser pointer, and a microphone (if necessary). If you need any additional A-V equipment (e.g., audio equipment, etc.) you must supply it.

INSTRUCTIONS FOR PRESENTERS OF POSTERS

Technical details. Each poster presentation will be allotted a vertical space 4'x8'.

Thumb tacks will be provided to secure your poster to the poster board.

Set-up is Wednesday, April 16 from 8:30 – 10:00 am. All posters should be in place by 10:00 am that day. There will be no assigned locations for posters. Please locate an open poster board and hang your poster. Posters accompanied by digital technology (e.g., laptops running databases, GIS, Web sites, etc.) are welcome. However, you must arrive early to reserve a poster board near an outlet, and must provide all necessary hardware (including extension cords and duct tape to secure cords to floor) and take responsibility for securing that hardware during periods when you are not present. The conference organizers can assume no responsibility for your laptop or any other equipment.

Attendees will be encouraged to circulate through the posters during session breaks, so if at all possible, plan to stand by your poster during these times. The posters will be available for continuous viewing during the period between set-up and take-down.

Take-down begins Wednesday, April 16 at 5:00 pm. All posters must be removed shortly after the take-down time. Please take responsibility for your materials and take them with you. If you are unable to take-down your poster at 5:00 pm, please notify Leah Sheridan at lsheridan@regis.edu prior to April 16, and she will take down and hold your poster for pickup at a later date.

There will be a **Poster Reception** Wednesday afternoon, April 16, from 3:30 to 5:00 pm, in Mountain View Room. Wine, non-alcoholic beverages, and complimentary light snacks will be available. This reception is a prime opportunity for attendees to circulate among the posters. You should plan to staff your poster during this time.