AAPT Speaker Guidelines

- Invited talks are given 20 minutes plus 4 minutes for discussion. Contributed talks are 10 minutes in duration with 2 minutes for discussion. Please plan for and adhere to these times. A session Moderator will help facilitate the session to make sure that the talks stay on schedule.

- AAPT will provide an LCD projector and a microphone in each session room. It is important to use a microphone to accommodate those who are hearing impaired. Please do not ask "can you hear me" and then assume you may proceed without a microphone.

- Sound will be available for videos, but please turn on closed-captioning if at all possible.

- Laptops will not be provided in the session rooms. If you are not able to bring your laptop, please check with the session organizer to make other arrangements.

- It is important to arrive at the session room at least 10 to 15 minutes in advance of the session to either load your presentation onto another presenter's laptop or hook up your own.

- Basic wireless internet will be available in the meeting space. Wireless passcodes will be available in the meeting space and meeting app.

- MAC users please be sure to have the proper connection cables. The projectors will have HDMI connectors.