

## 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. Discussion is often vital to the work presented, and these times will be strictly adhered to.
- 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.
- Sound will be available for videos.
- 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 to either load your presentation onto another presenter's laptop or hook up your own.
- All sessions have been scheduled into two separate hour-long blocks. However, there is not a break between the session blocks. Speakers presenting in the second hour should arrive and set up with the speakers in the first hour.
- 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.