

Proceedings

Proceedings are a standard part of the HEMS Workshop. At the conclusion of each workshop we upload pdf copies of the posters and oral presentations onto the HEMS website for future access. Please bring along a pdf copy of your poster or oral presentation for this upload.

Guidelines for Oral Presentations

The presentation room will have the following equipment:

LCD projector, screen, wireless microphone, podium microphone, laser pointer

All presenters are asked to use the computer that will be provided in the meeting room and to use a Microsoft PowerPoint file. Presentations should be provided on either CD or memory device as either a ppt or pdf file to be loaded before the individual sessions to ease turnover from presentation to presentation.

Speakers requiring additional equipment or exceptions to these policies should, prior to the workshop, contact:

Guido Verbeck

Email: gverbeck@unt.edu

Phone: 940-369-8423

Presentations should be 20 minutes with 10 minutes for questions and discussion.

Guidelines for Poster Presentations

The Poster session will be held on Tuesday afternoon.

Please be prepared to put up posters Tuesday morning. Plan to leave your poster up through Thursday morning.

One side of a 8' wide x 4' high poster board will be available for each poster presenter to attach his/her poster. Please provide your own thumbtacks. Please keep in mind that the posters are to describe your research rather than commercial advertising.

Exhibitor Information

Each vendor will have one side of an 8' wide x 4' high poster board and a 8' x 3.5' table with linen.

If it is necessary for the Group to ship materials to the Hotel, each item must be properly packed and marked with:

1. Group name (HEMS) and your name (contact name).
2. Date of arrival

The address to use for shipping display equipment:

Attn: Jeffrey Davenport

Loews Don CeSar Hotel

3400 Gulf Blvd

St Pete Beach, FL 33706