

SPEAKER GUIDELINES

Audio/Visual Equipment

All session rooms will be equipped with a computer projector, but please note that you must provide your own laptop or pre-arrange to share with others in your session. Please follow these guidelines to ensure a successful presentation:

- Bring your laptop to your session. We recommend that you pre-arrange with other speakers in your session to ensure that at least one of you brings a laptop from which you can project your talks.
- Bring a power adapter with you. We recommend that you do not attempt to run your presentation off the laptop battery.
- If your laptop is not compatible with AC power, please bring an electrical adapter so that you can connect to U.S. electricity.
- If your laptop is an Apple product, you will need the appropriate adapter for the external video output.
- Arrive at your session at least 15 minutes before it begins. All presenters in a session should set up and test the connection to the projector before the session begins.
- We encourage speakers to put their presentations on a USB flash drive as a backup.

Presentation Guidelines

The room and location of your session are listed in the Technical Sessions section and in the Master Track Schedule. Please be on time for your session and check in with the session chair. Presentations should be limited to key issues with a brief summary. Time your presentation to fit within your designated time span and leave an opportunity for questions and audience participation. INFORMS does not produce proceedings with complete papers. To obtain complete copies of any papers abstracted in the program, please contact the authors directly at the address supplied with each abstract.

For Questions about the Program: Program Information Desk

If you have general questions about the meeting and/or questions about your own presentation, stop by the Program Information Desk located in the Hilton near INFORMS Registration (in Yosemite B-C). We ask Session Chairs to notify the Information Desk about any changes or cancellations; these changes will be posted outside the meeting rooms.

For Assistance during Your Session: Session Monitor Desks

Session Monitor Desks are located in several areas in both hotels (see maps on the Quick Reference guide for specific locations). If you have a problem in your session room related to AV needs or any other requests, go to the Session Monitor Desk in the area to ask for assistance.

Courtesy to Fellow Speakers

Attendees are asked to be respectful of their colleagues by turning off cell phones and mobile devices before the presentations begin. In addition, please note that use of cameras and all recording devices is prohibited during sessions unless you have received prior permission from the speaker.

SESSION CHAIR GUIDELINES

The role of the Chair is to coordinate the smooth running of the session. The Chair:

- Begins and ends the session on time. Each session lasts 90 minutes, with the time per presentation determined by the number of papers in the session. Equal time should be given to each paper.
- Introduces each presentation (just the title of the paper and the name of the presenting author).
- Ensures that presentations are made in the order shown in the program. This allows for "session jumping." If a speaker cancels or does not attend, the original time schedule should be adhered to rather than sliding every talk forward.
- Completes the session attendance forms (forms will be in the room).
- Reminds the audience to (a) turn off all mobile devices and (b) that photography is not allowed without the prior permission of the speaker.

THANK YOU

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Exhibits, Internet, Email

Name badges must be worn for admittance to the Exhibit Hall, located in the Hilton, Grand Ballroom, during the following hours:

Sunday, Nov. 9	12:00pm-5:00pm 7:30pm-9:00pm Welcome Reception
Monday, Nov. 10	9:00am-5:00pm
Tuesday, Nov. 11	9:00am-5:00pm
Wednesday, Nov. 12	9:00am-3:00pm

Free wireless Internet and an email center are located at the back of the hall. There are a limited number of computers available in the email center if you do not have your own computer.