

2023 IAI Presenter Information: National Harbor August 21-25

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We are here to support you and help you make your presentation the most effective possible! I hope you find the following information informative. Please contact me with any questions before the conference. At the conference, you can find me and/or my support staff at the Presenter Registration Desk in the Registration area and we will be happy to assist you in any way we can!

Conference Pre-Registration

- All presenters (Lecture, Workshop and/or Poster) must register as a Speaker/Presenter.
- Pick up your registration and materials at the Presenter Registration Desk
- An electronic certificate will be sent to the email address entered during registration to document your presentation contribution(s).

Location and site information

- Conference webpage: [2023 IAI Educational Conference Information and Registration](#)
- Realize that presentation rooms change occasionally. Always double check your room assignment at the start of the conference.
- Each podium will have contact information for presenter staff and AV assistance.

AV/General Presentation Information for both Lectures and Workshops

- All lecture rooms have laptops, projectors, screens, microphones and speakers.
- All workshop rooms will have projectors and screens (also microphones if large rooms). Workshop rooms do not have laptops unless you specifically requested it on your application.
- Please use the microphones even if you think you don't need the volume boost; voices do not carry in the large rooms. People in the back of the room will thank you. This is often a comment in the final conference surveys.
- There is WIFI in the hotel which may extend to some of the classroom areas. Please check if this is sufficient for your needs upon arrival. It will not be sufficient for streaming large videos, it is recommended you download those if they are part of your presentation.
- If you have an Apple computer, please bring an HDMI connector for the projector. If you have any questions about this, please contact me.
- To load your presentation on a conference laptop, it will need to be on a flash drive. It is recommended that you preload your presentation during a break or the morning prior to your presentation.
- If you would like to share your presentation electronically, email it by August 1 as a pdf file 10 mb or less to me at iaiedplanner@theiai.org.
- Please read the abstract you put forth and that is published and ensure your presentation addresses all that is included in the abstract.
- Practice your timing and save room for questions at the end.

Lecture Specific Information

- Lecturers will be introduced. It is a good idea to become familiar with the discipline chair that will arrange for the introductions. Most lecturers will encounter the discipline chair early in the conference with the introduction of the first presentations. The discipline to which your presentation has been assigned is listed in the program. If you would like to contact the chair ahead of time, please feel free to do so. If you need assistance contacting them, email me and I will put you in touch.

- There is at least a 5-minute break scheduled between each lecture. It is recommended that you attend the lecture prior to yours to ensure you are ready to go on time.
- Your lecture must end on time to keep the schedule on track. Please keep track of time and pay attention to the moderator for time signals, and respect staying within the scheduled time parameters.

Workshop Specific Information

- Emails are sent separately to presenters that have indicated they needed supplies, shipping, handout printing, the computer lab, and/or a laptop provided. If you have not received an email and you have questions about the availability of any of the above, please contact me.
- The application asked if you had any biohazards, chemical, or physical hazards. Separate emails are sent discussing the safety details for these hazards. **If you have not received an email by June 30, and have hazards associated with your workshop please contact me immediately. Workshop presenters are responsible for notifying us of any safety needs and providing SDS information.**
- If you arranged for handout printing, material shipping, or supplies, information can be found about obtaining these items at the Presenter Registration desk once you arrive.
- You will have a workshop packet with a roster that will be delivered to your workshop room before the start of your workshop. In prior years these were picked up; now, as we did last year, you will return the packet to the Presenter desk after your workshop. Workshop certificates will be emailed to each workshop attendee based on the signed roster following the end of the workshop.
- Workshops in general include enough classroom style (chair and table) seats for your attendees, plus an open area in back with tables for supplies and/or hands on workspace if it is a hands-on workshop. Please feel free to check out your room at the start of the week and let us know if you need more tables, etc.
- Chemical and other 'messy' workshops are located in rooms that include PPE, paper to cover tables, and other pre-requested supplies. Please check these rooms at the start of the week and notify us at the Presenter desk if you need any additional supplies. At the conference, it is not always possible to meet last minute requests, so if you anticipate any needs or want to double check, please contact me.
- You are responsible for set up and clean up for your workshop. If you need any assistance, please contact me or see us at the Presenter desk.
- If you have received support from a company (equipment/supplies), please remember to thank them with a slide in your presentation. The IAI has signs etc. for companies that provide supplies directly to us, but are often not aware of companies that donate directly to you. To prevent discrepancies in appreciation, please remember to acknowledge them during your workshop.
- Evaluations are conducted and are used to help us improve the program. The evaluations will be conducted via SurveyMonkey. If you are interested in the results of your evaluations, please contact me after the conference.
- Scheduled breaks are taken during workshops at the discretion of the instructor. On Tuesday and Wednesday morning, there are hour-long break windows to allow attendees to visit the vendor area (Tuesday 9:30am-10:30am and 2:30pm-3:30pm, Wednesday 9am-10 am). If your workshop is on Tuesday or Wednesday morning, please schedule your break at any time within these windows and ask students to return at the time of your choosing.
- If your workshop is on Friday and is scheduled over the 12 pm lunch break time, please determine when your attendees will be released for a meal break during your class.

Poster Specific Information

- Poster size: The poster display boards are 4x8 feet, so the poster should not exceed these dimensions. It should be large enough to display text so that it is easily read.

- Travel with your poster in a tube to prevent fold marks.
- Set up: Posters can be placed on the boards located in the exhibit hall beginning Tuesday morning, and must be placed before 5 pm Tuesday. We will have the pins to hang your poster available.
- Tuesday Poster Presentation: Poster presenters are expected to stand by their poster and answer questions during the Poster session 5-7 pm August 22nd in the exhibit hall. No formal presentation is required.
- Pick up: Posters will be displayed in the exhibit hall through Wednesday afternoon, they will be moved to the conference central area for viewing Thursday. Posters may be taken any time after Wednesday afternoon. It is encouraged they are left for continuous viewing on Thursday, and picked up the end of the day Thursday by 5 pm.
- Student posters will be judged by a team. Scholarship awards sponsored by Ideal Innovations Inc., will be distributed as a result of the judging.

Thank you for your contribution to our program, and see you in National Harbor!