

## 2012 Biennial Conference on Chemical Education Information for Symposia Presiders and Presenters

All speakers, authors, and poster presenters must register and pay the appropriate registration fee to attend the meeting.

Oral presentations are scheduled in 20-minute blocks of time: approximately 15 minutes for the presentation and 5 minutes for questions/discussion. It is important that all talks start and end on time. Many BCCE participants will move between symposia, wishing to see particular talks; therefore, the presentation schedule will be strictly adhered to.

### Technical Session Equipment

Each technical session meeting room will be equipped with the following:

- PC with wired internet access and Microsoft Office 2010 installed
- LCD projector
- keyboard/mouse
- monitor, microphone
- external speaker control
- DVD player
- overhead projector

Although there is a vga adapter to hook-up an external laptop, switching to a laptop during the course of a session can take time (it is not always seamless). It is not appropriate to cut into the subsequent speaker's time so any delays will affect the speaker wishing to hook-up a laptop. **We strongly suggest that all presentations be loaded and run on the computers in the session meeting rooms.** If a speaker plans to use their own laptop then it is incumbent upon the speaker to notify the symposium presider in advance and arrange an early arrival to the seminar room in order to test the equipment.

### Speaker Ready Rooms/Computer Labs

We have reserved one or more computer labs for internet/email access and for session presenters to review their presentations. Please note that attendees may use any campus computer lab except during those times an academic department has reserved the computer lab for a resident instructional course.

Computer labs reserved for BCCE attendees:

Sunday 12:00 – 5:00 PM 004 LFS

Monday 7:00 AM – 8:00 AM, 9:30 AM – 12:30 PM 004 and 006 LFS

Monday 1:30 PM – 5:00 PM lower lobby of LSB

Tuesday 7:00 AM – 8:00 AM, 9:30 AM – 12:30 PM 006 LFS

Tuesday 1:30 PM – 5:00 PM 006 LFS

Wednesday 7:00 AM – 8:00 AM, 9:30 AM – 12:30 PM 006 LFS

Wednesday 1:30 PM – 5:00 PM 112 BKE

**(LFS = Life Sciences Building; BKE = Boucke)**

## Technical Sessions and Uploading Presentations

Technical sessions run during the following times:

Sunday 2:00 PM – 5:00 PM  
Monday 9:30 AM – 12:30 PM and 2:00 PM – 5:00 PM  
Tuesday 9:30 AM – 12:30 PM and 2:00 PM – 5:00 PM  
Wednesday 9:30 AM – 12:30 PM and 2:00 PM – 5:00 PM  
Thursday 9:30 AM – 12:30 PM

For all afternoon sessions:

Presenters and symposia presiders should arrive 30 minutes prior to the start of the session to upload presentations to the computer.

For all morning sessions:

Because of the morning plenary talks, there will be no IT/tech support from 8:00 AM – 9:15 AM as all BCCE staff and volunteers will be attending the plenary address.

However, IT/tech support will be available in each room from 7:15 AM – 8:00 AM.

**In order to facilitate an on-time 9:30 AM start, we strongly encourage all attendees presenting in the morning sessions to go to the BCCE computer lab (see below) the day prior to their session and request the attending BCCE staff person to download the presentation to a flashdrive designated for all talks in your session.**

For example, if you are presenting in the Monday morning session S14b then go to 004 LFS between 12:00 PM – 5:00 PM on Sunday and have the BCCE staff person upload your presentation to the S14b-designated flashdrive. A BCCE staff member will download all of the S14b presentations to the computer in 216 Thomas (the meeting room for session S14b) between 7:15 AM – 8:00 AM Monday morning.

Computer labs reserved for BCCE attendees:

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Monday 7:00 AM – 8:00 AM, 9:30 AM – 12:30 PM 006 LFS  
Monday 1:30 PM – 5:00 PM lower lobby of LSB  
Tuesday 7:00 AM – 8:00 AM, 9:30 AM – 12:30 PM 006 LFS  
Tuesday 1:30 PM – 5:00 PM 006 LFS  
Wednesday 7:00 AM – 8:00 AM, 9:30 AM – 12:30 PM 006 LFS  
Wednesday 1:30 PM – 5:00 PM 112 BKE  
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## Poster Sessions

Poster sessions run from 5:15-6:15 PM Monday-Wednesday on the Willaman Bridge (which connects the Chemistry and Life Sciences Buildings).

Posters must be hung by 12:00 PM (noon) of the day of your session. Presenters must stand in front of their posters between 5:15 and 6:15 PM on their scheduled day.

Poster board dimensions are 48 inches x 48 inches. However, use 36 inches x 48 inches (portrait or landscape) as the cut-off dimensions. **Posters are to be hung using Velcro tape only, which will be provided!**