

## **Guidelines for speakers, session moderators, and poster presenters at the 2017 MWMC Annual Conference**

*All abstracts and speaker bios must be submitted by **October 20, 2017**.*

### **Speakers and session moderators**

Talk slots are 30 minutes (20 for the talk and 10 for Q and A) unless the session has a special format (e.g., panel discussion). Some sessions may have 20-minute talks (total time).

Presentations (Power Point compatible with MS Office 2016) should be brought to the session room on a flash drive at least 15 minutes prior to the start of the session. The session moderator will load files into a folder named for the appropriate session/moderator. MWMC requests that authors allow MWMC to convert their files to pdf format for later posting on the MWMC website.

Session moderators will keep the session running on time and provide each speaker with a remote slide advancer and laser pointer. The Maritime Institute has password-free WiFi throughout the conference area if speakers require internet access.

### **Poster presenters**

Three-legged easels will be provided as well as a 32" X 40" sheet of foamcore for mounting your poster (no wall mounts are permitted). You must provide your own tape, pins, clamps, etc. for mounting your poster to the foamcore. Feel free to bring your poster pre-mounted and use the easel provided or you can bring your own easel if your poster is large.

Questions? email Dan Boward at [dan.boward@maryland.gov](mailto:dan.boward@maryland.gov)