

Instructions to Authors: Oral Presentations

Each contributed oral presentation is permitted 20 minutes. You should arrange your talk so that your presentation lasts 15 minutes, with 5 minutes available for questions. Each invited presentation is permitted 30 minutes. You should plan for 25 minutes for the presentation and 5 minutes for questions.

You are invited to a speaker's breakfast the morning of your presentation so we can provide any last-minute information and meet session chairs. If you cannot attend the Speaker's Breakfast, please notify the session chair of your presence just before the start of the session so he/she knows you are present. There will be no rearrangement of papers within an oral session to accommodate absences or cancellations, so the time you have been assigned within the oral session is fixed.

CPEM 2008 will offer computerized projection facilities for oral presentations. **All oral presenters must upload an electronic version of their presentation at least one day prior to their presentation** at the on-site Speaker Preparation room (the Birch room at the Omni Hotel). Papers presented the first day of the conference should be uploaded before 8 pm on Sunday. Presenters will not be allowed to use personal laptops for presentations.

Presentations must be submitted in Microsoft Power Point 2003 or 2007 format (but may be saved as a PDF). We strongly recommended that presenters save their Power Point presentations with True Type fonts attached. Acceptable media include CD and USB flashdrive. All presentations will be loaded on the appropriate computer for the following day's presentations. **Macintosh computers will NOT be available** in any of the session rooms, so presenters must ensure that their files operate compatibly in the Microsoft Windows environment beforehand.

Presenters can review presentations, and make minor modifications, using computers in the speaker preparation room. Presenters are not allowed to make changes to files after they are uploaded to the session room computer.

If a presenter has failed to submit his/her presentation by the end of the day prior to his/her presentation (see schedule below), the paper may be pulled from the schedule

The Speaker Preparation Room is located in the Omni Hotel Birch Room.

The Speaker Preparation Room will be open according to the following schedule:

Sunday, June 8:	2 pm – 8 pm
Monday, June 9:	7 am – 6 pm
Tuesday, June 10:	7 am – 6 pm
Wednesday, June 11:	7 am – 6 pm
Thursday, June 12:	7 am – 6 pm

If you need to **withdraw your paper** from the program, please contact **Kent Rochford** at rochford@boulder.nist.gov as soon as possible before the conference.

Instructions to Session Chairs

Oral session chairs are responsible for opening and closing sessions, speaker introduction and presentation setup. You should check in with the Speaker Preparation room well before your session so you can learn how to set up talks (i.e., open the PowerPoint files at the podium) during the session. Please attend the speaker's breakfast so you can introduce yourself to the session's speakers and learn of any last minute information. Oral talks that are not presented will NOT be considered for inclusion in the CPEM Special Issue of the IEEE Transactions on Instrumentation and Measurement. Please notify the editorial office of any no-shows.

Poster Session Chairs are responsible for making sure that the poster is indeed presented during the poster session. Posters that are not presented will NOT be considered for inclusion in the CPEM Special Issue of the IEEE Transactions on Instrumentation and Measurement. Please notify the editorial office of any no shows. Simply hanging the poster is not sufficient; an author must be there during the poster session to present the work.

All session chairs are responsible for finding two reviewers for each talk/poster for which a manuscript is submitted for publication in the CPEM Special Issue of the IEEE Transactions on Instrumentation and Measurement. Please notify the editorial office of which reviewers were assigned.

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If you **cannot perform the session chair duties**, please contact **Kent Rochford** at rochford@boulder.nist.gov as soon as possible before the conference.