



American Society for Precision Engineering

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## ORAL PRESENTATION GUIDELINES

1. Technical sessions will be held on Tuesday, Wednesday, and Thursday, October 21, 22, and 23, 2008, respectively. On the day of your presentation you should plan to attend a Speaker Breakfast between 7:30 and 8:30 a.m. (details will be emailed to you before the meeting).
2. During the Speaker Breakfast a laptop computer and the conference Session Chairs and/or the AV technician will be available to assist with a test run before the presentation. Your presentation should be ready no later than 8:15 a.m. on the morning you present.
3. Each speaker is scheduled for a 15-minute oral presentation, and a 3-minute question and answer period. It is important that each presenter be prepared to adhere to the time limit.
4. The meeting room will contain the following A-V equipment:
  - a) LCD projector equipped with an laptop computer and zip and CD drives
  - b) Laser pointer
  - c) Podium microphone
  - d) Tie pin (Lavalier) microphone
5. Please refer to the accompanying PowerPoint Protocol instructions to prepare your visual presentation.
6. The Abstract in electronic format (.pdf file) is due on August 1, 2008 at ASPE headquarters. Please refer to the "Extended Abstract Instructions" to assist you in preparing this abstract.

Please direct further questions to Erika Deutsch-Layne at ASPE Headquarters. The e-mail address is [erika\\_layne@aspe.net](mailto:erika_layne@aspe.net) and the telephone number is (919) 839-8444. We can also be reached by fax at (919) 839-8039.