

## ACADIA 2016: SESSION INFORMATION FOR PRESENTERS

Dear ACADIA 2016 Presenters,

We look forward to seeing you soon at the ACADIA 2016 Conference in Ann Arbor, Michigan. In order to maintain the presentation schedule and provide a quality experience for the attendees, we would ask the following:

### COVER SLIDE

We ask all presenters to utilize the same cover slide, edited to include presenter name and submission title, which can be downloaded here: [ACADIA 2016 Cover Slides](#).

### PRESENTATION FORMAT

Presentations will be played through a laptop that we will provide. To test and ensure proper playback of all presentations, **we are requesting that all presentation files (PPT/PDF and associated video files, if needed) be provided to us by TUESDAY 10/26 MIDNIGHT (EDT)**. Please send the files via [WeTransfer](#) to the email address [2016@acadia.org](mailto:2016@acadia.org). Utilize the following naming convention for your files:

**session##\_presenterslastname.ppt**

For related video files:

**session##\_presenterslastname\_01.mp4**

**session##\_presenterslastname\_02.mp4**

...

Your session is noted in the [current schedule](#). MP4 format is preferred for videos. However, the computers will be equipped with a variety of media players. Both 4x3 and 16x9 formatted presentations are supported. For PowerPoint presentations, please ensure you are using standard fonts, or make sure to provide the fonts when submitting your files via WeTransfer.

### MAKE SURE YOUR PRESENTATION IS TIMED ACCORDINGLY

15 minutes for Long Paper presentations

7 minutes for Short Paper presentations

7 minutes for Projects that have been selected for presentation

We will have a student time-keeper in the front row of each presentation to assist in communicating the time during your presentation.

### PLEASE TAKE NOTE OF THE CURRENT SCHEDULE

<http://2016.acadia.org/schedule.html>. Presentations will take place at the Michigan Union ([map](#)) in the Rogel Ballroom and the Pendleton Room.

Please contact us if you have any questions or concerns: [2016@acadia.org](mailto:2016@acadia.org). Also, please let us know ASAP if you will **NOT** be able to present at ACADIA 2016 for any reason.

Best regards,

ACADIA 2016 Technical Committee

Sean Ahlquist, Matias del Campo and Kathy Velikov