

## 2017 ASEE Annual Conference On-site Presenter Instructions

- **Presenter**  
You have been assigned to present your paper at the ASEE Annual Conference in Columbus, OH. If you cannot present or feel you got the request in error, contact the corresponding author directly.
- **Registration**  
Be advised, that you must **BE REGISTERED** to present your paper at the ASEE Annual Conference.
- **Technical Issues**  
If you're having technical difficulty accessing the paper through the website, contact ASEE Conferences at [conferences@asee.org](mailto:conferences@asee.org) or 202-350-3720
- **Session Issues**  
If you have any questions regarding the session content, please contact the program chair directly. Program Chair contact information is in the Columbus section of Upcoming Conferences on your home page.

### To access your paper

1. Log into [www.asee.org](http://www.asee.org)
2. Click on Upcoming Conferences
3. Click on 2017 ASEE Annual Conference
4. Click on Manage Papers

### Presenter Responsibilities

1. Each session is 90 minutes long
2. The presentations are distributed evenly among the 90 minutes, including Q&A
3. The program chair has determined the timeslot and order that papers will be presented. If you have any issues with scheduling, contact the program chair directly.
  - a. **ASEE has no control over paper or session scheduling. This is only done by the chairs**
4. There's a moderator assigned to each technical session, they are responsible for keeping the session on schedule. Please take your direction from them on-site.

### On-site Presentation Guidelines

1. PowerPoint is the preferred presentation method
2. A PowerPoint template is provided for your convenience. Click [here](#) to access it.
  - a. You are not required to use this template
3. A screen, LCD projector, podium and mic are provided in the session rooms. **Computers are NOT PROVIDED** in the rooms, therefore please bring your laptop as well as your presentation on a flash drive.
4. **VGA and HDMI connections are available for the projectors ONLY if you require a different type of connection, please BRING IT WITH YOU**
5. **Internet is NOT provided** in the meeting rooms and would have needed to be ordered in advance to be available and is expensive.
  - a. We suggest presenters use their cell phone as a hot spot for their presentation if available and/or necessary

- b. If you require internet and do not want to use your phone as a hotspot, please contact ASEE Conferences Staff at [conferences@asee.org](mailto:conferences@asee.org)