

## **Instructions for Conference Speakers**

### **2019 Clearwater Clean Energy Conference**

The Conference Committee's goal is to offer a comprehensive and informative program on coal utilization and fuel systems and, therefore, has set high standards for speakers, so that the conference will maintain its reputation as the premier vehicle for presenting the latest technological developments in improving and enhancing the utilization of coal by industrial and utility users.

Check in at the Speakers' Desk so your materials will be in the room at the time of your presentation. There is someone at the desk from 7:30 a.m. on and **you should submit your visual materials so they are loaded on the computers.**

**Your presentation is 18 minutes. You will be interrupted if you go over your allotted time. Session moderators will be using timers and lights to maintain the session schedule.**

**Questions & Answers – Speakers should use some of their presentation time for questions. Anticipate questions that may be asked – and answer them in advance as part of your presentation; in other words, include in your oral presentation those points that would be of most interest to the immediate audience.**

**When a question is asked, if the answer will be found in the published version of your paper, please indicate that so you can keep your on-the-spot answers as brief as possible. Some questions may be best answered after the session, on an individual basis.**

#### **TECHNICAL SESSION ROOMS SETUP**

Each session room will be equipped with the following standard equipment:

- Lavelier microphone
- Laser pointers
- Laptop computer
- Podium
- Screen
- LCD projector
- Light timers

There is a lavelier mic on the podium that you should secure to your lapel. You need to wear this because when you speak and turn to the screen it makes it so much easier for the audience to hear everything. In addition, there is also a laser pointer on the podium.

There will be an AV technician in all of the session rooms. If any problems arise, just get in touch with the technician or come to the Conference Desk immediately.

**CONFERENCE DRESS:** Conference dress is business casual, i.e., no jackets and no ties. This is for all attendees: speakers, session chairs, and panel and tutorial chairs. With such a long day and intensive schedule, we want our attendees to be as comfortable as possible.

**TECHNICAL SESSION ROOM SET-UP**

Each session room will be equipped with the following standard equipment:

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Laptop computer

Podium

Screen

LCD projector

Light timers

If you should have any difficulties, please come to the Conference Desk where we will be happy to assist you.