

Presentation Guidelines for MARC XIII

Updated February 17, 2025

Oral Sessions

All papers, unless otherwise noted, will be allocated approximately 20 minutes for presentation including questions. These time limits will be strictly enforced. Both PowerPoint and PDF files presentations will be supported. Instructions for presenters at MARC have been provided and must be followed. Speakers must check in at the Presenters desk regarding their presentations as early as possible prior to the session (preferably the day before – its Hawaii so let's keep stress levels low). Any special needs should be discussed well in advance of the session. Presenters with the help of the Presentation Desk will check their presentation on the conference computers to make sure all compatibility issues are tested prior to the actual presentation.

All presentations are collected by the Program Chair, no copies are provided to anyone. Please see the note below that we are using Drop-Box just like we did at MARC 2022. We will be in Hawaii and internet will be slow. Plan on it! Please keep your presentations file size to what you would be able to e-mail. Make any special requests and transfers well in advance because once we are in Kona, everything will slow down.

No presenter will be allowed to use their own computer or use a USB or other portable drive to attach to any MARC computer. This will be strictly enforced. Please discuss special need requests with the Program Chair well ahead of time.

INSTRUCTIONS for Uploads FOR MARC XIII----All oral presentations must be provided to the Program Chair at least one day prior to the session and we will not use USB drives or CD's. Instructions are being provided to presenters with options which include e-mail and a drop-box file request from the Program Chair -we will explore other options as needed. Dropbox worked very well at MARC in 2022 and for collection of the abstracts. Presenters must check-in with the Presenter Desk to verify that their presentation has been received and is working properly the day before the presentation is to be given. Suggested naming conventions including if an updated file is needed uploaded have been provided and we are more than happy to assist with any questions of the presenters. The Presenter Desk is located in the Foyer near the main Keauhou convention center. Presentations scheduled for Monday should be provided to the the program chair and checked on Sunday between 1:00 – 3:00 if possible. Contact Sam Glover (sam.glover@uc.edu) if you have questions or need to email it.

Presentation upload link to Dropbox for oral presentations:

<https://www.dropbox.com/request/vAMDWjQcSefcNoX55ycb>

Poster Sessions

There will be four poster sessions held on Monday and Tuesday morning as well as on Wednesday and Thursday afternoons in the conference hotel. Put up and tear down times are as follows:

Poster session A. Put up posters Monday morning, 7:30 – 9:00. Tear down posters Monday after 5:00.

Poster session B: Put up posters Tuesday morning, 7:30 – 9:00. Tear down posters Tuesday after 5:00.

Poster session C. Put up posters Wednesday morning, 7:30 – 12:00. Tear down posters Wednesday after 5:30.

Poster session D. Put up posters Thursday morning, 7:30 – 12:00. Tear down posters Thursday after 5:30.

Posters left in the area that were not collected by 7:30 am the following morning will be pulled by the conference organizers. These posters will be **discarded** if not collected by Friday afternoon. Velcro micro dots will be provided by the conference for the hanging of posters. Posters boards are 4 ft tall by 8 ft wide and the conference will provide Velcro micro-dots to attach them to the boards.