

Quantitative Microanalysis 2019 QMA2019, June 24-27, 2019

Instructions for Presenters

Welcome to Quantitative Microanalysis 2019. Here are instructions for platform and poster presenters and requirements for these presentations.

Please note that the conference theme of *quantitative microanalysis* is emphasized in all presentations. All presentations require the submission of an abstract in the Microscopy & Microanalysis format. All details will be available on the QMA 2019 web page on the MAS web site:

QMA 2019 web page: <https://the-mas.org/events/topical-conferences/qma-2019/>

Platform presentations

- The meeting rooms are equipped with widescreen high-definition graphics projectors. There are HDMI, USB-C, and VGA connectors (or adapters will be available). We will use either the room PC or one of the organizers PC laptops. We prefer that you use our PC computer for your presentation as we wish to avoid delays in changing computers and issues with display resolution etc.



- Powerpoint is the preferred presentation program. You can use a presentation that is in either widescreen 16:9 or normal 4:3 orientation. Please make sure you have all images and any necessary videos or animations present with your Powerpoint presentation so that all files can be copied and accessed in presentation mode. You may wish to save your presentation also as a pdf document in order to avoid problems with fonts etc.
- Please have your presentation finalized and available to copy via usb drive to our computer *before* the session.

- Macintosh users are advised to communicate with us prior to the meeting if possible. We have several adapters but having witnessed display problems repeatedly, we wish to avoid presentation problems.
- We will use a Logitech wireless presenter to advance slides and for laser pointer purposes. Here is an image of the Logitech with the buttons labelled. These buttons control slide forward and backward, and the laser pointer. The other two buttons blank the screen and exit from the powerpoint presentation. A common problem is that presenters unfamiliar with the presenter push either of the bottom two buttons, so please don't do that!



- Presentation timing: Invited speakers have a total of 30 minutes. This should be 20-25 minutes for your presentation with 5-10 minutes for questions. Contributed speakers have a total of 15 minutes. This should be 10 minutes with 5 minutes for questions.
- Proprietary materials: Please let us know in advance if your presentation contains proprietary or other sensitive materials and as such cannot be copied to our PC computer. You will need to have your computer fully booted and awake with your presentation loaded so that we can switch during the session.

Poster presentations

- We will be using 8' x 4' poster boards in landscape format for posters. The available area is 91" wide x 45" high which is available for your poster. We will have push pins although it is always a good idea to bring your own. Posters can be put up Monday and will be up and available throughout the conference. The poster session is scheduled for Tuesday afternoon.
- You will be responsible for transporting your poster to and from the conference.
- Power is not available at the posters. You may of course use a laptop or pad to show attendees new / other aspects of your research but will have to hold it while you stand next to your poster.
- The posters will be organized alphabetically by the first author.