

INFORMATION REGARDING SUBMITTED ORAL PRESENTATIONS

The Ninth Annual Conference

on Vaccine Research

May 8-10, 2006

- 1) Please be aware of the starting time for the session in which you will be presenting.
- 2) **PowerPoint or other computer software generated presentations are required.**
- 3) If you wish to preview your presentation, the staff at the Conference Information Desk will direct you to the Speaker Ready Room. Please allow sufficient time, as there will be other speakers preparing for their presentations.
- 4) You should be seated near the stage in the front row by the time the session begins so that you will be available to begin your presentation when called upon by the moderator. Time is limited for each session, and moderators have been instructed to adhere to the session schedules in order to keep the conference on schedule. Please plan your talk accordingly.
- 5) **You must verbally disclose your conflict of interest information and any intention to include discussion of investigational or off-label uses of regulated substances or devices before the beginning of your presentation. You may either articulate your disclosure information prior to the start of your presentation or display a slide of your disclosure information prior to the start of your presentation.**
- 6) **You will be forwarded an attestation form which must be completed and returned prior to your presentation. Failure to return the form will prohibit you from being able to give your presentation.**
- 7) You will be given **10 minutes** for your presentation. The moderators will monitor your time, and will signal you when you have 1 minute remaining. The audience will then have **5 minutes** to ask questions. Please keep answers as brief as possible so that as many people as possible have an opportunity to ask questions before the 5 minute time limit is reached.
- 8) Absent presenters will not be skipped over – scheduled presentation times will be strictly adhered to. If you are late or absent, the clock will run as if a presentation were in progress. If you show up during your scheduled slot, your presentation time will be reduced accordingly. If your presentation time is reduced or if you miss the entirety of your scheduled time, there will be no further opportunities to present your paper.
- 9) Standard session room setup includes: a projector for computer presentations, laser pointer, podium microphone, and aisle microphone.
- 10) You are **strongly encouraged** to bring handouts for the attendees (approximately 300 copies) as they have expressed interest in obtaining this information from the presenters for reference materials.