

BIO 2006 Business Forum

McCormick Place Convention Center
(2301 South Lake Shore Drive)

Presentation Guidelines

PRESENTATION FORMAT (15 Minute Corporate Presentation)

- All presenters at the BIO 2006 Business Forum are asked to prepare and submit their presentations in Microsoft PowerPoint for PC.
- Actual presentation time will be limited to 13 minutes in length; 2 minutes will be reserved for intro and change over. BIO highly recommends that you use no more than 15 slides in your PowerPoint presentation.
- Presentations must be submitted on CDs, flash cards, or USB ports.

SUBMIT PRESENTATIONS ON SITE (15 Minute Corporate Presentation)

- Immediately upon your arrival at the McCormick Place Convention Center bring your presentation to the Speaker Ready Room **located in Room S104 A (Level S100, of the Convention Center)**.
- Allow time to test the presentation. Your presentation **MUST** be received in the Speaker Ready Room no later than 4 hours prior to your scheduled presentation. (If your presentation is in the morning be sure to check in your presentation the day before)
- Bring a back-up copy of your presentation with you to the Conference.

SPEAKER READY ROOM (located in Room S104 A, Level S100)

- The staff in the speaker ready room will be available to assist you in reviewing and testing your presentation.
- Only the presenter will have access to the presentation file once it is loaded into the Speaker Ready Room server. At the end of each day presentations for that day will be deleted from the presentation room PCs and the server.
- Speaker Ready Room Hours:
 - Saturday, April 8, 9:00 am – 5:00 pm**
 - Sunday, April 9, 8:30 am – 7:00 pm**
 - Monday, April 10, 6:30 am – 5:00 pm**
 - Tuesday, April 11, 6:30 am – 6:00 pm**
 - Wednesday, April 12, 7:00 am – 4:00 pm**

PRESENTATION ROOM

- A dedicated computer operator will be assigned to each session room.
- At the podium each presenter will have a 17" preview monitor to view their presentations without turning their heads and a "cue light" to prompt the operator to advance their PowerPoint presentation slides.
- Each room will be equipped with an electronic timer in full view of the presenter. The 15-minute time limit will be strictly enforced.
- Presenters will NOT be permitted to hook a laptop to the digital projector in the presentation room.
- Microphones will be provided.
- Please plan to arrive in your presentation room 30 minutes prior to the start of your presentation and check in with the BIO staff person who is monitoring the presentation room.
- **No overhead projectors OR POINTERS will be provided.**