

2018 SSO:USA RESEARCH CONFERENCE

Sleep and Restoration

October 11-13, 2018

Lexington, Kentucky

Presenter Information

TIMING

The purpose of this conference is to share occupational science research through a variety of types of presentations, with an emphasis on lively discussion and networking that contributes to the development of the science. To that end, *time limits will be strictly enforced*. During presentations, moderators will give a 5-minute warning, a 1 minute warning, and then the presenter will be asked to stop and open the session for discussion. Please plan your talk and PowerPoint so that you are able to cover your topic in the allotted time. Moderators will help to facilitate the discussion as needed. For the scheduled time of your presentation, see the conference program at www.sso-usa.org.

Paper presentations will have 15 minutes *maximum* to present, followed by 15 minutes of discussion.

Panels will have a total of 90 minutes allotted. During that time, audience members may be leaving or entering your session during the 5-minute passing time scheduled between all 30 minute sessions of the full program. Please plan your talks accordingly. You should allow a *minimum* of 30 minutes for discussion. Panel presenters should assign one of their panelists to moderate the session and facilitate discussion. SSO:USA will provide a moderator, but that person will primarily be responsible for keeping time.

Forums are intended to generate discussion, so *ample discussion time* should be planned, whether you have been assigned 60 or 90 minutes to conduct your forum. *75% of the forum time should be dedicated to discussion*. During that time, audience members may be leaving or entering your session during the 5-minute passing time scheduled between all 30-minute sessions of the full program. Please plan your talks accordingly. Forum presenters should assign one of their presenters to moderate the session and facilitate discussion. SSO:USA will provide a moderator, but that person will primarily be responsible for keeping time.

Posters will be presented during two 2-hour sessions, the first concurrent with the Welcome Reception on 10/11/18, and the second during the Student Poster Session on Friday 10/12/18. Conference attendees will circulate among the posters, engaging in discussion with poster presenters. It can be helpful to offer a brief introduction to persons approaching your poster, but the poster presentation should primarily provide opportunities to read the poster and engage in an interactive exchange. The author should remain with his or her poster for the entire session.

EQUIPMENT

Each room will be equipped with a Windows-based laptop, LCD projector, screen and speakers. Plan to bring your presentation on a USB device. Allow time prior to when your session begins to upload your presentation and ensure your presentation is running smoothly so no time is wasted transitioning from one paper to the next within a session. High-speed wireless internet will be available to presenters in all meeting rooms. Any A/V concerns or difficulties should immediately be brought to the attention of the session moderator, who will seek staff assistance.

Posters should be mounted on poster frames prior to the session. The interior size of the poster frame is 3'8" tall by 7'8" wide. Be sure to bring pushpins or Velcro mounts to attach your poster to the frame. Poster frames will be available in The Mansion by 4:00pm on Thursday 10/11/18 and should

be fully mounted by 6:30 pm. Student poster frames will be available by 5 pm on 10/12/18 in the Bluegrass Pavilion and should be fully mounted by 6:30 pm. Poster layouts can be either portrait or landscape, as long as they within the dimensions of the poster frame. Be sure to make the text large enough to read from a few feet away.

If you have any special needs/ requests for your presentation please contact Doris Pierce or Mariana D'Amico at doris.pierce@eku.edu or mdamico@nova.edu as soon as possible.

HANDOUTS

If you choose to have handouts, please bring these with you. Previous presenters have found 20 to 30 copies to be sufficient.