Guidelines for Technical Conference Presentations

**Conference Registration**

- All Beltwide participants, including speakers and poster presenters, must pay the appropriate registration fee.

**Oral Presentations**

- If your presentation is accepted, you will receive instructions by email describing how to upload your presentation and manuscript. Uploaded papers (manuscripts and abstracts) may be included in the 2023 BWCC Proceedings.

  - December 23, 2022, at midnight EST is the preconference deadline for internet uploads of presentations and manuscripts.

  - During the BWCC, presentations and manuscripts may be uploaded to the Confex server in the Confex Presentation Uploading Room. Any presentation scheduled but not uploaded by the end of the day before it is scheduled may be uploaded from a thumb drive by the conference chairman prior to the start of the technical conference session.

  - January 22, 2023, at midnight EST is the deadline for uploading or editing previously uploaded manuscripts or abstracts for the 2023 BWCC Proceedings.

- LCD Projection Equipment: The BWCC furnishes an LCD projector and a laptop with a USB port for each conference session. A thumb drive may be used to update presentations and/or upload manuscripts at the BWCC.

- Presentations shall not exceed 15 minutes without the technical conference chairperson's permission.

**Poster Presentations**

- Additional information about poster sessions is in Guidelines for Poster Presentations.

  - Some conferences encourage poster submissions and choose to display their posters in their meeting rooms.

  - Setup time for the 2023 BWCC general poster session is Tuesday, January 10th from 8:00 a.m. to 8:00 p.m. in Salons E-H

- Note: If your poster was accepted but you cannot present it, you must notify the chairperson of your technical conference by COB Friday Dec 16, 2022, to avoid a $50.00 charge to cover the cost of the rented poster board.