

TMS2016

145th Annual Meeting & Exhibition

PRESENTER QUICK FACTS

As the TMS 2016 Annual Meeting & Exhibition approaches, we would like to take this opportunity to remind you of important details regarding your participation in the program.

Planning Your Presentation Check the accuracy of your presentation title, speaker and co-authors, date, and time using the online session sheets viewable here: www.tms.org/TMS2016/SessionSheets.

If the designated speaker has changed, please notify the TMS staff. The speaker receives instructions about presenting and information about registering, so we need to be sure that this information is sent to the correct person.

So that the final program can be as accurate as possible, please contact us now if you will be unable to attend TMS2016 to give your presentation. **Late cancellations and no shows harm the program and frustrate your colleagues, so we encourage you to let us know early if you cannot attend.**

A PowerPoint template is available to you on the TMS2016 website under the Attendee Toolbox tab. In most cases, using the PowerPoint template is not required, but some organizers may ask you to use the template. If you are not sure, please contact your symposium organizer.

If your presentation requires sound (other than the microphone you will use when speaking), please advise us before January 8 so that we may make arrangements to have sound capabilities in your presentation room. Requests made after January 8 may not be able to be accommodated.

Registration All presenters, including keynote, invited, contributed, poster presenters, and students, must register for the conference.

- If you have not registered yet, please plan to do so before the advance registration deadline of January 8. Register now online at www.tms.org/TMS2016 and select "Registration."
- On-site registration is permitted but is not encouraged. It is better to register in advance when possible to reserve your registration materials (e.g., printed program, lanyard, etc.).

What to do during the Event **Presenters' Coffee**

Presenters are required to attend Presenters' Coffee on the morning of their presentation. This is an opportunity to meet the session chair and organize for the symposium each day.

- Presenters' Coffee will be held from 7:00-8:00 a.m. in Exhibit Hall C of the Music City Center. Exhibit Hall C is on Level Three of the Center.
- A table has been reserved for each session, and a list of each session and the assigned table will be placed at the entrance to Presenters' Coffee.
- Speaker biography forms should be completed and given to your session chair at Presenters' Coffee. This form is available under the Attendee Toolbox tab.
- If you cannot attend Presenters' Coffee, you must contact your session chairs so they know you will give your talk. Otherwise, the session chair may assume you are a no-show.

Your Presentation

- Please bring a flash drive or computer which contains your PowerPoint presentation to the session room.
- Do not extend your presentation beyond your assigned time as a courtesy to all presenters.
- Participation certificates will be available for organizers, session chairs, and presenters at the Technical Programming Support Desk.

After the Event All conference participants are asked to complete the attendee survey. Your time is appreciated and your feedback is valued. The survey will arrive electronically a few days after the event.

If you have any questions, please contact the TMS Programming Staff at programming@tms.org