



ILSC[®]

INTERNATIONAL LASER SAFETY CONFERENCE

CHECKLIST - IMPORTANT DATES

	<u>Due Date</u>
___ Session Schedule/Title Approval for Advance Program/Conference Program	October 2
___ Submitted Manuscript / Extended Abstract (electronic PDF submitted online) Manuscript may NOT exceed ten (10) pages. <i>Any paper exceeding ten (10) pages will be returned to the author for revision. Please refer to manuscript guidelines found on the ILSC[®] website.</i>	January 12

The Manuscript Template can be found at: <http://www.laserinstitute.org/conferences/ilsc/speakerinfo>

Hotel & Conference Registration

___ Speaker Advance Registration	February 5
___ Hotel Reservations (for special ILSC [®] Group rate)	February 20

Speaker registration with payment must be received by February 5, 2008 for your presentation to be included in the final program.



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ILSC[®] SPEAKER OVERVIEW ** PLEASE READ **

Pre-Conference Details:

Session Schedule

The session schedule (subject to change) indicates the time frame of your paper's presentation. The final schedule will be available from the LIA one month prior to the conference and will also be listed in the ILSC[®] Conference Proceedings & Program (given to all conference attendees at the on-site registration desk).

Important: Please check the session schedule e-mailed to you for any inaccuracies in the spelling of your name, affiliation of authors, and/or abstract title; inform LIA in writing by October 2 of any corrections needed for the Advance Program. Corrections received after this date will appear in the Conference Proceedings & Program.

Registration – Conference and Hotel:

Conference Registration

Please register online as a Speaker by February 5. Go to www.laserinstitute.org/conferences/ilsc/registration and follow the registration instructions. Please note all session chairs and speakers are asked to pay the full registration fee.

Speaker registration (with payment) must be received by February 5th to ensure that your paper is included in the final program. In order to minimize presentation "no-shows", speakers whose registrations are not received by that date will not be included in the program. Late abstracts/manuscripts run the risk of not being published in the proceedings as well. Your cooperation is greatly appreciated and enables LIA to publish the Conference Proceedings & Program in a timely manner.



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Hotel Reservations

The conference hotel is John Asuaga's Nugget Hotel in Reno, Nevada. Reservations must be made through the John Asuaga's Nugget Hotel. You can download a PDF hotel reservation form at www.laserinstitute.org/conferences/ilsc/general_info . Reservations must be made by February 20 to take advantage of the special rate.

Proceedings

In order for your paper or extended abstract to be included in the ILSC[®] Conference Proceedings & Program, **final manuscripts must be submitted by January 12.** We need your full cooperation and support to accomplish this goal.

Manuscript due dates must be strictly observed. Late manuscripts run the risk of not being published in the proceedings. Manuscripts will only be accepted in PDF format through online submission. Detailed instructions will follow. Please contact the Conference Department (conferences@laserinstitute.org) with any specific questions.

ON-SITE DETAILS:

Speaker Check-In

ALL speakers and session chairs are requested to report to the speaker check-in desk located by ILSC[®] conference registration. Please check-in upon arrival.

Presentation Time

Each speaker is allotted 15 minutes for their presentation and 5 minutes for questions/answers. Please plan your presentation accordingly to meet the 20 minute maximum.

Audio/Visual Overview

All audio-visual special requests must be made no later than February 12. All requests must be reconfirmed at the on-site speaker check-in desk. Detailed information is included in this packet. When preparing your presentation, please remember that all graphics need to be visible from the back of the room. A Speaker's Tips Guide will be e-mailed to you closer to the conference date.

Thank you for your participation – See you in Reno!!



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AUDIO / VISUAL INFORMATION

The standard audio/visual package in **all** meeting rooms will consist of:

- * **LCD projector (Beamer)**
- * **Laptop Computer (with Windows XP Professional, Office 2003, Adobe Acrobat Reader)**
- * **Lavaliere Microphone**
- * **Laser Pointer**

*****35-mm slide projectors will not be available for use*****

*****Overhead projectors will not be available for use unless specifically requested*****

All sessions will have laptop computers connected to the LCD projectors. Leave your laptop computer at your office and travel light.

Load your presentation onto the laptop on Sunday afternoon or before your session:

- **Each computer will be designated to their own sessions.**
- **Each computer has desktop folders for the corresponding sessions.**
- **Speakers preload your presentation into the appropriate session folder.**
- **Do not bring your presentation on a floppy disk or zip disks!**
- **LCD/DVD drive will be available. Extra USB port will be available for memory stick/flash memory users.**

Software: PC Laptop computers will have Office 2003 (includes Power Point, Word, and Excel). Macintosh presentations should be compatible. More information will follow - please contact the [LIA Conference Department](#) with specific questions. Thank you in advance!

**Laser Institute of America and John Ascuaga's Nugget Hotel are not responsible for the security of any personal equipment.*