



## CHECKLIST - IMPORTANT DATES

	<u>Due Date</u>
_____ <b>Session Schedule/Title Approval for Advance Program/Conference Program</b>	October 12
_____ <b>Submitted Manuscript (PDF submitted online)</b> Manuscript may NOT exceed ten (10) pages. <i>Any paper exceeding ten (10) pages will be returned to the author for revision.</i> Please refer to manuscript guidelines found on the ILSC website: <a href="https://www.laserinstitute.org/conferences/ilsc/speakers">https://www.laserinstitute.org/conferences/ilsc/speakers</a>	January 5
<b><u>Hotel &amp; Conference Registration</u></b>	
_____ <b>Speaker Advance Registration</b>	January 20
_____ <b>Hotel Reservations (for the special ILSC<sup>®</sup> group rate)</b>	February 3

**Speaker registration with payment must be received by January 20, 2011 for your presentation to be included in the final program.**



## **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 approximately 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 12, 2010 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 January 20.** Go to [www.laserinstitute.org/conferences/ilsc/registration](http://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 January 20<sup>th</sup> 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.**



### **Hotel Reservations**

The conference hotel is the Doubletree Hotel San Jose, California, USA. Reservations must be made directly with the Doubletree Hotel San Jose. Visit [https://www.laserinstitute.org/conferences/ilsc/hotel\\_information](https://www.laserinstitute.org/conferences/ilsc/hotel_information) for booking information. Please note: reservations must be made by February 3 to take advantage of the special ILSC conference rate.

### **Proceedings**

In order for your paper or extended abstract to be included in the ILSC Conference Program & Proceedings, **final manuscripts must be submitted by January 5**. 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.** Please visit <https://www.laserinstitute.org/conferences/icalco/abstractsetup> and log in to upload your PDF manuscript. Please contact the LIA Conference Department ([ilsc@laserinstitute.org](mailto:ilsc@laserinstitute.org)) should any questions arise.

### **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**

When preparing your presentation, please remember that all graphics need to be visible from the back of the room. Speaker guidelines are available online at <https://www.laserinstitute.org/conferences/ilsc/speakers>. Please refer to the Audio/Visual information in all session rooms for more detailed information.

**Thank you for your participation and we look forward  
to seeing you in San Jose.**



## AUDIO / VISUAL INFORMATION

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

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

All sessions will have laptop computers connected to the LCD or DLP 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 the Doubletree Hotel San Jose are not responsible for the security of any personal equipment.*