

Author instructions for the Symposium

- Podium presenters must attend the Speakers Breakfast (7:00AM – 7:50AM) the day of their presentation to upload their talks onto the laptop for that session. The Speakers Breakfast will be held in the Monarch Room on the 24th floor of the Westin Galleria (the main Symposium hotel). One laptop for each of the four tracks (Track A – Civil & Mining, Track B – Fracturing and Fractures, Track C – Petroleum, and Track D – Interdisciplinary) will be set up in the hallway in front of the Monarch Room for you to upload your presentation. You may upload your presentation before or after you have breakfast, but you must upload it before 8AM the day of your presentation.
- Please sit at the breakfast table assigned to your session in order to meet your session chairs. Poster presenters are invited to come to the Speakers Breakfast the day of their presentations in order to meet their session chairs and get any questions they may have answered.
- Please arrive at your session at least 5 minutes before your session in case your session chairs have any questions. Please plan to sit through the entire session your paper is being presented at if at all possible.
- Poster presenters may put up their posters the morning of their presentation and must take them down by 7:00PM the evening of their presentation. There are no pre-assigned spots for specific posters and you may put your poster on any open poster board. Poster boards will be in the Ballroom Foyer (by the Exhibitors) and the Woodway Foyer (just up the main staircase from the Ballroom Foyer and by three of the main Technical Session rooms). Poster authors need to be at their posters during the poster session from 3:30PM – 4:30PM the day of their presentation. We encourage poster authors to also be at their posters during the morning coffee break (9:30AM – 10:00AM)
- Podium presentations are 12 minutes long with an additional 2.5 minutes for questions. Session chairs will ask the presenters to stop if they go over 12 minutes.