

## ICTD & Pavements 2023

### podium presentation guidelines

- **Presentations time limited to 12 - 15 minutes maximum.** Your presentation should be no longer than 12 -15 minutes, and we encourage you to limit your slides to 10 or fewer. Technical sessions will be 90 minutes in duration, your presentation will be one of 4 possibly 5 presentations in the session. Q&A will follow the presentations.
- **A PowerPoint slide template will be provided;** however, you are not required to use the template. If you wish you may use your own PowerPoint presentation design.
- **Presenting your presentation:** Load your presentation to a thumb drive and bring it with you to the conference. Please plan to arrive at your assigned session at least 20 minutes prior to the start of the session to load your PowerPoint presentation to the laptop in the session room. Due to tight session schedules, presenters will not be permitted to share their presentation from their personal laptops.
- **Upload a PDF copy of your presentation slides.** Many attendees wish to follow along and take notes while attending presentations. Please upload a PDF copy of your presentation to the Conference Harvester by Monday, June 12<sup>th</sup>.

A speaker-ready room will be available at the conference for last-minute review and rehearsal of your presentation. Should you have any questions or need assistance please contact Leanne Shroeder at [lsroeder@asce.org](mailto:lsroeder@asce.org)