



Dear Colleague,

You are receiving this email because you are presenting an individual paper at AAAL 2023.

This email contains important information about the time and length of your presentation, audio/visual equipment, and WIFI connection at the hotel.

What to know:

Date, Time, and Location: Please make sure to consult with the schedule of individual paper presentations in [THIS](#) link to find your final presentation time, date and room.

Rooms are located on 4 different floors of the hotel. Refer to the [hotel diagram](#) and note where your room is located in advance in order to give yourself enough time to arrive in your room 5-10 minutes before your presentation.

Session time length: Each presentation is 20 minutes long, followed by 10 minutes for questions, and 5 minutes for the audience to change rooms. Presenters within a session are responsible for helping each other keep time during the talk and question period. Signs are provided in each room reading “5 minutes,” “2 minutes,” “1 minute,” and “STOP” to use in keeping time.

Audio/Visuals: AAAL will be providing an LCD Projector, Screen, HDMI Cables, as well as sound to run audio in each room. Microphones will not be provided in the smaller conference rooms. The hotel will have an A/V technician on each floor for troubleshooting. **You will be responsible for bringing your laptop and the necessary dongle/adaptor to connect your laptop to the projector.** Please remember to pack these things and bring them to Portland for your presentation.

Should you forget, we cannot guarantee a dongle or adaptor will be available. Our Audiovisual provider has a limited number of connectors which may be provided on a case-by-case basis for an additional rental fee.

WIFI Connection: WIFI will be available for attendees at the conference venue (Network name: AAAL2023 and password: AAAL2023) but only for personal Internet surfing and email. Remember you will be sharing the internet with all other attendees. Accordingly, AAAL stresses to all presenters that internet connections may not be reliable during presentations. If your presentation includes connecting to an internet site, you should have a backup plan. **Synchronous participation or interaction (Zoom, Skype, FaceTime, etc.) is NOT allowed at any point for your session** at the AAAL 2023 conference. The WIFI infrastructure in the hotel cannot sustain multiple presenters being Zoomed in across rooms. The connections will likely collapse.

We look forward to seeing you in Portland!

The AAAL 2023 Conference Team