



Dear Colleague,

You are receiving this email because you are presenting in a colloquium 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 consult with the schedule of colloquiums in **THIS** link to find your designated presentation time, date, and room.

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

Session time length: Your colloquium must conform to the one-hour or two-hour length for which you were accepted. The colloquium organizer(s) is responsible for deciding and monitoring the time length of each presentation within the colloquium, ensuring that sufficient time is provided for questions and discussion with the audience, and ending the session on time.

Signs for keeping time are provided in each room, reading “5 minutes,” “2 minutes,” “1 minute,” and “STOP”.

It is essential that the order of paper presentations is the same as announced in the program. Attendees may plan to attend some papers and not others within a colloquium.

Please ensure your colloquium devotes maximal time to Q&A and audience interaction. Two important ways to do this are (1) to check that any pre-recordings (if applicable) you play are within the length you assigned to your presenter(s) and (2) do not make presentations longer but allocate any extra time resulting from cancellations in your colloquium to time for audience interaction and participation.

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 OR!

The AAAL 2023 Conference Team