

Dear POMS Presenter:

Welcome to the POMS 2017 Annual Conference May 5-8, and thank you for your participation this year.

The session chair will announce how long each presenter has at the beginning of the session (some guidelines are provided below). In the rare case that the session chair is absent, it is recommended that the speaker presenting last take on the role of chair. Then please fill in the attendance sheet, which will allow you to note the absence of the Chair.

Presentation rooms will have LCD projectors and screens, but will not have computers. If you do not have a laptop, please check with the other speakers to ensure at least one of them has one you can use. There will be VGA and HDMI connections to the projectors. If you need mini-hdmi (as with the MS Surface), you should bring an adaptor.

All sessions are 90 minutes long and have either 3, 4 or 5 talks. If there are 4 in your session, you will have 22 minutes including discussion from the audience. Feedback from the audience can help improve the research, so it may be in your best interest to ensure that there is time for some discussion. Thus, if you plan to speak for about 15 minutes, that allows for some questions during your presentation as well as a few minutes at the end for discussion. If there are 3 talks in your session, each speaker will have 30 minutes including discussion, and if there are 5 talks, each will have 18 minutes including discussion.

Please plan your talk accordingly – if it is too long, the session chair will need to cut you off, possibly causing important information at the end to get missed, and there won't be time for audience feedback.

An important note: It is *not appropriate to take pictures of other presenters' presentations* unless you first have their permission to do so. This could be a copyright violation due to the scientific nature of the material. Please do not take pictures unless you first have the presenter's permission. If you are interested in the material, it is possible the presenter will be willing to send you the slides afterwards.

The program with session details is now posted on the POMS site as a pdf file under the Program tab, so you can check the details of your session. The "Browse Accepted Abstracts" option on the site also provides information about specific talks or authors. Please contact the session chair if you have questions about the session.

Looking forward to seeing you at the conference,

Ken Klassen: Scheduling Chair

Masha Shunko, Apurva Jain: Program Chairs