



MATSOL 2017 Conference

Presenter Information

Information for presenters to plan for your conference presentation.

2017 MATSOL Conference

June 1-2, 2017

Sheraton Framingham Hotel & Conference Center

1657 Worcester Road, Framingham, MA 01701

Registration

All presenters must register for the conference. Up to two presenters qualify for a \$30 discount for the day you present.

Conference Schedule & Room Assignment

The schedule and room assignment of your presentation were sent via email and can also be found in the online program: <http://www.matsol.org/2017-program-overview>

Conference Check-in

All presenters and co-presenters must check in at the Presenter Check-In table at the conference. Pick up your badge and confirm that you will be present for your session. If you cannot give your presentation for any reason, please contact MATSOL immediately at matsol@matsol.org so that we may adjust the conference schedule.

Handouts

Presenters are responsible for either handouts for the presentation and/or posting handouts in the online conference program for participants to access electronically. Since participants do not pre-register for sessions, it is impossible to predict attendance for any session. We advise you to make copies based on room capacity and to upload your handouts to the online conference program. MATSOL encourages you to keep your handouts short and refer people to more extensive information online.

To upload handouts for your session:

- Sign in at ProposalSpace.com with the login information you used to submit your proposal.
- Click on your session under the "My Proposals" heading.
- Click on the "Session Materials" tab and follow the directions to upload your handouts.

Room Capacity & Set-Up

There is a 15 minute break between sessions when you may enter your session room. Please make sure you leave the room on time at the end of your session.

Room capacity and set-up:

- Grand South, Grand Center, Grand North: 150-200 people - Round tables
- Ashland, Carlisle, Wayland: 100-150 people - Theater style (rows of chairs)
- Boardroom, Concord, Middlesex East, Middlesex West, Sudbury: 50-60 people - Theater style (rows of chairs)

A/V and Tech Support

- LCD Projector & Screen: MATSOL provides a LCD projector, screen and a wifi Internet connection in all presentation rooms at no charge to presenters.
- Microphone: Microphones are set up in larger rooms only - Grand South, Grand Center, Grand North, Ashland & Wayland.
- Wifi: There is wifi in the conference center but due to high usage, response times may be slow. MATSOL cannot guarantee internet speed or access. ***Do not rely on the wifi connection for important elements of your presentation, including playing video, connecting to websites, or accessing online presentation slides.*** Please download important content to your laptop or take screenshots of web pages.
- Video: ***Do not rely on the wifi connection for playing video clips.*** Because the speed of the wifi connection depends on the amount of usage at any particular time, response time may be slow. Instead, we advise presenters to download the content to your computer. You may also purchase a wired Internet connection from the hotel at an additional cost.
- Audio: Audio hookups are only available in rooms with a microphone (Grand South, Grand Center, Grand North, Ashland & Wayland). In all other rooms, the presenter must bring portable speakers to play audio, or request to borrow speakers from MATSOL (depending on availability - please write to matsol@matsol.org).
- Technical Assistance: Make sure that you know how to operate your equipment before the conference – technical support for equipment brought by the presenter cannot be provided by MATSOL or the hotel staff.
- MAC Users: You may need a special adapter to connect your laptop the the VGA cable on the LCD projector. Please see the Apple Support Community to find out how to connect your MAC: <https://support.apple.com/>

Cancellations & No-Shows

Occasionally, colleagues who have agreed to present do not show up for their presentations. These no-shows leave gaps in the conference schedule that disappoint attendees and detract from the quality of the conference. If extenuating circumstances prevent you from fulfilling your commitment, please contact us immediately at matsol@matsol.org or 617-820-5099. If you fail to contact MATSOL and do not show up for your presentation, you cannot submit a proposal for the next MATSOL conference.

Travel & Housing

See the [Conference Travel and Hotel page](#) to make a hotel reservation or get directions to the Framingham Hotel and Conference Center. Please note that MATSOL cannot provide funding to cover travel costs for presenters.