



Key Presenter Deadlines and Information

Uploading your Presentation – Upload Deadline is Friday, October 21

Platform presenters upload your presentation to DropBox no later than Friday, October 21 at: <https://www.dropbox.com/request/L9WGb2ockjb0fejLVI0B>

This is a secure folder that is only accessible by the Speaker Coordinator.

For questions about submitting your presentation or problems accessing Dropbox, contact Mark Vian at vianm@dep.nyc.gov.

Presentation Formats

All presentations other than the Keynote Address and Dinner Lecture should be kept to 15minutes, leaving 5 minutes for questions. Please plan to end your presentation on time. Attendees of past CERM Conferences have commented on their desire for shorter presentations with an opportunity to ask questions.

Acceptable Presentation File Types: PowerPoint or PDF
Please use Widescreen (16:9) size for PowerPoint.

Media Release Form

The conference organizers are seeking your permission to use images taken at the conference and to post pdfs of conference presentations on the CERM conference website – *with permission only*. Indicate your permission or deny permission on the **Media Release Form**. Copies of the form will be provided in your conference packet and at the registration desk.

For questions or to submit a completed Media Release Form before the conference, contact Laura Gust at lg542@cornell.edu or (845) 706-2997.

Getting There

The conference is located at the **Full Moon Resort**, address **1 Valley View Road, Big Indian, NY 12410**. Cell phone coverage is unreliable in the Catskills. We advise loading directions before departure. Turn left onto Oliverea Road after the “Welcome to Big Indian/Oliverea” sign on State Route 28 about 31 miles west of the NYS Thruway Exit 19.



Arrive at Pavilion Hall around 8:00 AM for check-in at the registration desk. Staff will guide you to the presenter's podium where you can receive further instruction. Poster presenters will be guided to a speaker room for poster storage.

Standard Room Setup and AV Needs

Pavilion Hall will be set with row seating for general audience members; table seating will be reserved at the sides and back for those who are masked and prefer a somewhat lower seating density. Speakers are asked to sit in the front row during their sessions for easy access to the podium.

More than 150 people are registered each day of the conference and the room is large. Please make your presentations readable from a distance and choose large font sizes where possible.

- Speakers will be provided with a wireless lavalier lapel mic.
- There will be a PC laptop at the podium. Presenters will be able to read their Speaker's Notes and have control of slide advancement.
- Internet is supplied. The room will be equipped to play videos with sound.

For questions regarding room setup or AV needs, contact Mark Vian at vianm@dep.nyc.gov.

Poster Session Setup

Poster setup begins at 2:50 pm on Wednesday, October 26 in the Barn located near Pavilion Hall. Easels and poster board in standard 36" by 48" size will be provided. Clips will be available for attaching posters to boards.

When preparing your poster, please keep the dimensions to approximately 36 inches by 48 inches and size the text so it can be read from several yards away (approximately 24-36 point font for the body text). Use images, charts, figures and bulleted lists when possible.

At least one author should be present during the Poster Session and Mixer from 5:00-6:30 pm. Posters may be removed after the session. However, you are invited to leave your poster on display through Thursday, October 27. The poster session organizer will relocate poster displays to Pavilion Hall during Thursday and may return the poster after the conference, if a presenter can't be present.

For questions about poster setup and the poster session, contact Tim Koch at tk545@cornell.edu.

Conference Website

For more information about the program and facility, visit the [**CERM 2022 Conference Website**](#).