



To All Those Attending the RETI Liveable Islands Conference:

Thanks to all of you for attending the Réseau d'Excellence des Territoires Insulaires (RETI) Liveable Islands event. A special thanks to those presenting their research and/or chairing a session. If you have any questions or need help with logistics, please contact Jim Randall (text or mobile/cell: 902-388-0072 or jarandall@upe.ca). If you wish to access the UPEI wireless internet, the username/network name is **UPEIConfserv** and the password is **upe4summer**

Note that Eastlink Television is filming the conference presentations as part of their Podium series. If you do not wish to have your presentation filmed, please let the session chair know this in advance of the session.

Guidelines for Session Presenters

As you can see from the program, all conference sessions are to be held in Rm. 243 McDougall Hall. This is the home of the School of Business. This room is equipped with a multimedia projector, desktop computer and monitor. If you are presenting with PowerPoint or other presentation software, please bring the presentation on a memory stick/flash drive/USB and give this to the chair of the session before it starts. Presenters needing to use the multimedia facilities can access and use the desktop computer by clicking 'workstation only' at the Novell login screen. Please arrive at the session room 10 minutes before it is scheduled to start. All papers have been allocated a maximum of 30 minutes, including time for questions and answers. We recommend you limit your presentation to 20 minutes to allow for a good discussion with the audience. The chair of the session has instructions to let you know when there are 5 minutes remaining and 1 minute remaining in the 20 minute period.

Guidelines for Session Chairs: As session chair for a conference session, please be in the allocated room (Rm. 243, McDougall Hall) at least 10 minutes before the session starts to meet the presenters and ensure that their audio-visual needs are met, including loading their presentations on the computer if necessary. Take this time before the audience arrives to ask the presenters how they would like to be introduced. Instructions to access the desktop computer is provided above.

The order of presenters is set out in the Conference Program. Please stick to this schedule as some members of the audience may be attending only one of the papers. Each of the presenters will have up to 20 minutes for their presentation, with a maximum of 30 minutes including questions and answers. Give the presenters a '5 Minutes Remaining' signal and a "1 Minute Remaining" signal prior to the end of their 20 minute period.

If you have problems with the technology, support from Computer Services (ITSS) should be available. If no one is available, call Jim Randall (numbers above) or the ITSS HelpDesk at 566-0465.

Please remind those attending that all breaks will be held at the south end of the Wanda Wyatt Dining Room. All lunches will be in the Wanda Wyatt Cafeteria. You should have received a chit or coupon for lunch when you registered.