

International Wood Composites Symposium Presentation Outline

Note: Reading this brief outline will help you better understand your role as a speaker at the International Wood Composites Symposium. Please refer to the Publication Style Sheet and Audio–Visual Guidelines for information on how to write your paper and prepare your audio–visual material.

Education by Presentation

The development rate of new technological innovations in the wood materials industry continues to accelerate. To maintain a competitive edge, it is important that individuals stay informed of new developments. Providers of educational programs and services such as the Wood Materials and Engineering Laboratory are expanding their technology transfer efforts to meet this demand.

As a speaker at the Symposium, you are the means by which essential technical information will be disseminated. Your role goes beyond the function of simply presenting your work. Conference attendees are coming to learn from you, making you a contributory facilitator of this ongoing educational process.

The Wood Materials and Engineering Laboratory is a unit within the College of Engineering and Architecture at Washington State University, and as such, commercial sales presentations are not appropriate for the Symposium. Please provide the audience with objective information on alternative methods and equipment, and avoid excessive use of specific brand names or comparisons of your company's product and or prices to another.

Symposium Attendees

People from the industry, academic institutions, and government attend the Symposium bringing with them an accumulation of knowledge and experience. They are vitally interested in technical information that can be applied to their work settings. When planning your presentation, take the attendees needs for practical information into consideration and give more emphasis to applied rather than theoretical knowledge. Also, remember that most attendees are experts in their own right.

Sharing with them rather than talking down to them will increase the effectiveness of your presentation.

Question & Answer Period

The moderator will open the Q & A period by calling for questions from the floor and will facilitate the discussion from the speaker's podium. (Speakers will return to their seats at the table following their presentations and will answer questions using the table microphones provided at the table.)

After calling for questions from the audience and selecting the first questioner, the moderator will summarize the question and repeat it over the podium microphone to be sure that the entire audience has heard the question.

During any Q & A period, it is easy for the line of questioning to stray from the specific subject at hand. It is the responsibility of the moderator to keep the questions focused and control the length of the discussion so that a number of concerns can be addressed during the Q & A period. If the discussion strays from the point or becomes too lengthy, the moderator or speaker should close off that particular discussion by suggesting that the question be pursued further by the speaker and questioner following the close of the session.