

ECCE 2019 Oral Presenter Information

The ECCE Organizing Committee would like to thank you for your upcoming participation as a speaker in the 2019 IEEE Energy Conversion Congress & Exposition®.

Please review the following information thoroughly, as it includes important deadlines and information regarding your oral presentation.

IMPORTANT DATES

Conference Dates

September 29 – October 3, 2019

LOCATION & SCHEDULE

ECCE 2019 will take place at the Baltimore Convention Center. For a more detailed schedule, please visit the program page of the [ECCE 2019 website](#).

PRESENTATIONS

The oral presentation time slots are 25 minutes each. Please prepare a presentation for 20 minutes and leave 5 minutes for setting up, and questions & answers. Please strictly observe this time limit in order to facilitate people moving between sessions.

All oral presenters are required to prepare PowerPoint slides for their visual presentations. You do not need to submit a hard copy of your slides and you do not need to bring a computer onsite, as all presentations will be pre-loaded onto the Seminar computer that will be in your session room. A template for the oral presentation can be found on the Author Central page of the conference website.

PRESENTATION UPLOAD

Speakers are encouraged to upload their presentations prior to arrival onsite. Please follow the instructions at the ECCE presenter upload site, linked below.

http://www.gravesshow.com/ecce_presentation_upload_form/

You may also edit your presentation during speaker ready room hours. If you have edits to your presentation, you will need to re-upload your presentation by 4pm the day prior for speakers presenting before 12noon or by 12noon for speakers presenting after 1pm.

If you have edits to your presentation after the cutoff time listed above, you will need to bring your updated presentation with you on a flash drive directly to the session room.

If you do not know when you are scheduled to speak, please visit the technical program [here](#).

SPEAKER READY ROOM

The Speaker Ready Room is located in **room 330** at the Baltimore Convention Center

The hours of operation of the Speaker Ready Room are as follows:

Sunday, September 29.....	8:30AM – 5:00PM	Wednesday, October 2.....	8:30AM – 6:00PM
Monday, September 30.....	8:30AM – 5:00PM	Thursday, October 3.....	8:30AM – 12:00PM
Tuesday, October 1.....	8:30AM – 12:00PM		

You may use the computers in the speaker ready room to edit your presentation. The AV personnel in the Speaker Ready room will upload all presentations received to the computers in the session rooms.

ORAL PRESENTER'S ORIENTATION & BREAKFAST

A Presenters' orientation will be held for oral presenters and session chairs from 7:00 am – 8:00 am, Monday through Thursday at the Baltimore Convention Center. The location for the breakfast each day is **Baltimore Ballroom**.

Oral presenters should meet with their respective session chairs to review the format and timing of their session and alert conference management of any changes. Oral Presenters should attend the orientation each day that they are scheduled to provide an oral presentation (or chair a session); you may only attend on days on which you are scheduled to speak.

IMPORTANTLINKS

As a reminder, the following are important links (as mentioned in this document) for your reference:

- Online Event Registration – click [here](#)
- Housing Reservations – click [here](#)
- Technical Program – click [here](#)