

## IGLC 15

### **Lean Construction - A New Paradigm for Managing Capital Projects**

East Lansing, Michigan, USA, July 18<sup>th</sup>-20<sup>th</sup> 2007

#### **Guidelines for Oral Presentations**

Session lengths vary between 90-120 minutes long. Each paper presentation is timed for 10 minutes, with the exception of some papers which are given 20 minutes. The Technical Editors have notified you of the length of your presentation.

To see the number of papers in your session, visit  
[http://www.msu.edu/~tariq/IGLC15\\_Schedule.pdf](http://www.msu.edu/~tariq/IGLC15_Schedule.pdf)

Questions and discussion of papers will be deferred to the end of the session, after all papers have been presented. Speakers will be asked to join the session chairs to form a panel at the raised platform.

To keep the sessions flowing in a reliable way, a single laptop computer and projector will be available for all sessions. Because only PCs will be available in each of the sessions, PowerPoint presentations must be PC-compatible. No swapping of computers will be permitted during the sessions.

All speakers have been notified to send their presentations to the Summit Chair for preloading on the conference laptop. If you have not done that, we encourage submission of presentations by July 13 by using the service  
<http://www.yousendit.com/> - please use [tariq@msu.edu](mailto:tariq@msu.edu) for the recipient email.

- Please name your ppt file using your name and the paper ID number that was assigned for your abstract and paper submissions, e.g., 026-P-LASTNAME.ppt.
- If you have links or videos attached to your file, make sure all linked files are in the same folder as your presentation.

To make any final changes to your presentations, you should arrive 30 minutes early to your assigned session to update your respective PowerPoint slides.

If you do NOT need to revise your presentation, please plan on arriving at least 15 minutes before the start of your session to meet and coordinate with the session chairs.