Congratulations, speakers! The Woods Institute, the Chi Conference co-chairs, as well as the other participants of the conference are looking forward to learning about you and your work in the environmental arena here at Stanford. Contained herein is a set of guidelines to help you in your preparation to share your work with the other participants at the Chi Conference.

About the Presenters
Only a select group of participants are sharing their research/study through brief 5-7 minute oral presentations held during the two morning sessions of the conference. The two morning sessions (Earth, Wind, Fire, Water and Reading, Writing, Arithmetic, Art) are designed to showcase the depth and breadth of environmental work going on at Stanford in terms of focus area and research methodology. The speaking order will be as follows:

Morning Session by Focal Area
1. Amy Tsui (Earth)
2. Vasile Stanescu (Earth)
3. Grace Gao (Wind)
4. Bereket Hablezion (Wind)
5. Marilyn Cornelius (Fire)
6. Clifton Roozeboom (Fire)
7. Veena Srinivasan (Water)
8. Dane Klinger (Water)

Morning Session by Methodology
1. Sara Marks (Reading)
2. Carter Hunt (Reading)
3. Rebecca Nelson (Writing)
4. Hilary Boudet (Writing)
5. Paul Joseph McMurdie (Arithmetic)
6. Eric Abelson (Arithmetic)
7. Trinidad Rico (Art)
8. Amanda Cravens (Art)
Title and Abstract:
As we mentioned earlier, we will use the title and abstract that is in the system as of Jan 3 on the conference web page. We will post a list of presenters, talk titles, and abstracts on the Woods Institute’s Chi Conference website and in the handout to attendees.

Length of Presentation
To keep pace with the day’s activities, each presentation should not be more than 5-7 minutes in length. Furthermore, each Powerpoint presentation should be limited to 5-10 slides (excluding title slide). Remember: This is an interdisciplinary environmental workshop in which you are speaking to a broad audience. Highlighting the bigger picture, the global concepts, the interdisciplinary connections, and the potentiality for further collaboration will be of most interest to the other participants! Using fewer slides is preferable where possible:^) All questions will be taken at the end of the full set of presentations. If you have any questions, please contact Annika Todd, annika.todd@stanford.edu, and Wil Srubar, wsrubar@stanford.edu, or Leigh Johnson, leighj@stanford.edu. Thank you.

PowerPoint Template
We ask each speaker to use the Powerpoint template provided on the Chi Conference website. This is to ensure the cohesiveness of all presentations. To ensure the compatibility of different versions of Powerpoint, please restrict fonts to common typefaces (Arial, Times New Roman, Century Gothic, etc.) Please name your presentation file in the following format: your last name - Chi 2011 (for example, "Srubar - Chi 2011").

Submitting your presentation:
Presentations should be sent to the student volunteers: Amy Tsui, atsui@stanford.edu, for Earth, Wind, Fire, and Water, and Kathayoon Kahlil, kakhalil@stanford.edu, for Reading, Writing, Arithmetic, and Art, by Thursday, January 13, 5:00 PM so all presentations may be loaded onto the presentation PC before the conference. Also, please cc: Annika Todd, annika.todd@stanford.edu, and Wil Srubar, wsrubar@stanford.edu. Thank you for helping us stay on time by preparing ahead of time.

Patents:
Note: If you have results for which you may be applying for a patent, please review data to be made public at this meeting to ensure that they will not be included in future patent applications.

Questions:
If you have any questions, please contact: Chi Conference student and postdoctoral chairs, Wil Srubar, wsrubar@stanford.edu, or Annika Todd, annika.todd@stanford.edu, or Leigh Johnson, leighj@stanford.edu, at the Woods Institute. Thank you.