



Invited Speaker Guidelines for the 2012 Eastern Analytical Symposium

1. The following audio-visual equipment **will be provided** for your use during your session:
 - Screen
 - A projector which interfaces with a laptop computer for Powerpoint presentations
 - Laser pointer
 - *EAS will NOT provide a laptop computer.*
 - *No additional AV equipment will be provided unless it has been requested from and approved by the EAS Executive Secretary prior to October 15, 2012. Contact Bernadette Taylor, Executive Secretary at askEAS@EAS.org.*
2. Invited speakers and session chairs are entitled to a **free** full conferee registration for the 2012 EAS. You will receive your registration confirmation a few weeks before the conference by email. Please come to the registration area in the Garden State Exhibit Center to pick up your name badge.
3. Housing information is available June 1st on our web site at www.EAS.org
4. If you have been promised funding by your session chair, the deadline for return of your receipts for reimbursement is January 16, 2013

If your mailing address or corporate affiliation changes prior to the meeting, please inform Bernadette Taylor at askEAS@EAS.org or phone: 732-449-2280.