30 years of challenging the limits of science and technology, opening doors for the future

ABRF 2019 | ANNUAL MEETING

March 23-26, 2019 | Henry B. González Convention Center, San Antonio, TX
A meeting of the Association of Biomolecular Resource Facilities

SATELLITE WORKSHOP ORGANIZER INFORMATION SHEET

Organizer Information
Prefix: (Dr., Mr., Ms.)
Name: Marie Adams and Zach Herbert
Title:
Organization: Van Andel Institute (MA) Dana Farber Cancer Institute (ZH)
Address:
City: State: Zip/Postal Code: Country:
Email: marie.adams@vai.org ; zherbert@mail.dfci.harvard.edu
Phone:

Workshop Title *(As it should appear in printed materials):* __
Use of FFPE in Next-Generation Sequencing: Considerations from bedside to bench

_____

Presenter Material
Please complete the information about your presenters as outlined below. Of note, while each Satellite Workshop has been allotted $3,000 for presenter reimbursements, it is not necessary to divide the reimbursement funds equally among the presenters. *You should clearly convey the reimbursement amount to each presenter ahead of time to avoid any confusion.* Once confirmed, meeting organizers will follow up with each presenter to provide additional details. If you are presenting, please input "Self". **See below for the updated AV Guidelines**.

PRESENTER 1
Full Name: Prashant Singh, PhD
Position: Assistant Director
Affiliation: Roswell Park Comprehensive Cancer Center
Email: Prashant.Singh@RoswellPark.org>
Phone: 716-845-3869
Reimbursement Amount: up to $1000
Submit an Abstract: **Individually** or One per session

PRESENTER 2
Full Name: Hamid Khoja, PhD
Position: Principal Scientist
Affiliation: Covaris
Email: hkhoja@covaris.com
Phone: (949) 697-8245
Reimbursement Amount: up to $1000
Submit an Abstract: **Individually** or One per session

PRESENTER 3
Full Name: Katie Hoadley, PhD
Position: Assistant Professor, Cancer Genetics
Affiliation: University of North Carolina
Email: hoadley@med.unc.edu
Phone: 919-962-8416
Reimbursement Amount: up to $1000
Submit an Abstract: **Individually or** One per session

PRESENTER 4
Full Name: Bill LaFramboise
Position: Chief Genomics Technology Officer
Affiliation: Allegheny Cancer Institute
Email: William.Laframboise@AHN.ORG
Phone: 412-359-6389
Reimbursement Amount: $750
Submit an Abstract: Individually **or** One per session

PRESENTER 5
Full Name: Shawn Levy, PhD
Position: Director, Genomic Services Lab
Affiliation: HudsonAlpha Institute for Biotechnology
Email: slevy@hudsonalpha.org
Phone: 256-327-5267
Reimbursement Amount: $0. Paid by Covaris
Submit an Abstract: Individually or **One per session**

PRESENTER 6
Full Name: Han Wei, PhD
Position: Senior Application Scientist
Affiliation: Beckman Coulter
Email: HWEI@beckman.com
Phone:
Reimbursement Amount: $0. Paid by Beckman Coulter
Submit an Abstract: Individually or **One per session**

*****Please submit the completed form to yzhu@faseb.org by December 5, 2018******
Total Maximum Session Budget: $3,000.00

SESSION ORGANIZER AUDIO VISUAL GUIDELINES

- **Laptops will not be provided.** A Speaker Ready Room will not be available.

- **Option #1:** Session Organizers must bring their own laptop to sessions with speaker presentations already uploaded.

- **Option #2:** If a speaker is planning to use his/her own PC or MAC computer, Session Organizers must coordinate with the speaker and check equipment compatibility in advance. Speakers must provide their own power plug and any video adapters.

- The projectors that will be utilized at the conference use male DVI-D cabling. Full Size HDMI adapters and Mini Display Port (commonly used on Macs) will be available. If your laptop uses a different interface, you need to bring your own adapter as they will **NOT BE PROVIDED**. Following are pictures of the ports:

DVI-D   HDMI   Thunderbolt/Mini Display Port

- **You must ensure a smooth transition between presentations, and keep track of the time for each speaker so sessions do not run over**.

- Each session room will be equipped with an DLP projector, screen, greenlight laser pointer, wireless lavaliere microphone, wired head table microphone and (2) wireless handheld aisle microphones for Q&A.

- Session rooms do not have hard wire internet. Although general group WIFI is available in the session room areas, it may not be suitable for Skype, uploads/downloads and streaming that require very high speeds or dedicated lines.

- Speakers should create their presentations in **16:9 format**, use standard fonts, bring a USB flash drive as back up, and include all external files in their presentations including movies or sound files.

- Set the output resolution to HD (1280x720).

- There will be an AV technician floating between sessions rooms to provide assistance if a problem arises. The Tech will provide a cell phone number onsite.