

ICZM-Arrangements for giving and submitting oral presentations

Participants giving oral presentations are requested to read the instructions and information below.

Format and duration of presentations

Visual aids for oral presentations must be in PowerPoint format. No other visual aid equipment will be provided.

Oral presentations will be a *maximum of 15 minutes* in duration, except for:

- Key note speakers at the start of each theme, which will be *30 minutes*, and
- Introductory lecture which will be *40 minutes (including question time)*.

NB Speakers are encouraged to talk for less than the times specified above to allow more time for questions.

Question times

The programme has been organised to allow time for questions in a block following a group of 4-5 presentations. Such question times will be in the order of 15 minutes. Shorter presentations will allow more time for questions.

NB Speakers should note that under no circumstances will they be allowed to exceed the maximum time for presentations. Speakers will be signalled when they have 5 minutes remaining.

Award for oral presentations

An award will be made for the best oral presentation, and the best oral presentation by a student (someone currently enrolled for a postgraduate degree).

Instructions for submitting your PowerPoint presentation

You must turn in your PowerPoint presentation, on a CD, disk or stick, to the Speaker Preparation Desk 24 hours in advance of your presentation time. If you arrive later than 24 hours in advance, please take your presentation to the Speaker Prep Desk as soon as you arrive.

Label your CD, disk or stick with: (1) your name, (2) session theme, (3) your hotel or contact phone number (so we can contact you if there is a problem with your file),

Name the file with your presentation as follows: (1) your name, (2) session theme, (3) the day and (4) time of your talk. Example: "A. Hines- Theme 2 - 1300 hrs"

If you are presenting more than one talk, please name each file on the CD, disk or stick accordingly.