

CEDA DREDGING DAYS 2005

Dredging: The Extremes

Ahoy' Rotterdam
2 – 4 November 2005

In conjunction with Europort Maritime 2005 International Trade Fair
1 – 5 November 2005



Instructions/guidelines for speakers

Issued by: CEDA – Central Dredging Association
for the International Technical Papers Committee of CEDA Dredging Days 2005

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This document provides practical information for speakers and instructions that will ensure a seamless presentation and smooth session management throughout the congress.

1. Conference information

Conference venue

Ahoy'Rotterdam Congress & Meeting Centre, 2nd floor (Ahoy-weg 10, 3084 BA Rotterdam, the Netherlands; www.ahoy.nl)

Facilities

The following equipment will be provided for each technical presentation:

- Overhead projector for standard 21.6 x 27.9 cm (8.5 x 11 inch) transparencies as a backup
- LCD projector with a resolution of 1024x768 pixels
- Desktop computer – IBM-compatible (incl. CD-ROM drive and USB port); see also the section on computer presentations below)
- Microphone
- Lectern
- Pointer

If any additional equipment is required please contact the CEDA Secretariat to make the necessary arrangements, and be prepared to pay in advance for its rental. **Please note that slide projectors are no longer standard equipment.**

Speakers' room: London

The Speakers' Room serves as an area for preparation. Speakers can also hand over the latest versions of their presentation files to the AV technician in this room. The room London is located on the 3rd floor of the Ahoy' Rotterdam Congress & Meeting Centre and it will be available from 8:00 am to 5:00 pm Thursday and Friday, 3-4 November 2005. The room will be equipped with two desktop computers.

Speakers' desk: There will be a separate desk for speakers in the conference registration area for registration and for general assistance / information.

2. Presentations

Language

All presentations must be made in English.

Time allowed

The maximum time allocated for presentations is **25 minutes**, (20 minutes for the presentation and 5 minutes for a brief discussion). If you use your own laptop, the installation (and trouble shooting) time is included in your 25 minutes presentation time. The timetable will be strictly adhered to. The Session Chair will assist the speakers in keeping track of time and will warn the speakers approximately 3 minutes before they should end their presentation.

Seating

During your own session, you will be asked to take a seat on the podium.

Guidelines for computer presentations

To avoid delays caused by problems with compatibility, set-up and the launching of the presentations consequent restlessness in the audience, please follow these guidelines.

1. We strongly advise you to use the computer provided by the Conference organizers. An **IBM PC** compatible computer will be placed next to the lectern. You will be able to manipulate your slides yourself via a keyboard and a mouse.
2. **Please send your presentation** on a CD ROM or via e-mail **by 26 October 2005** the latest to the AV Company:
Marja van Yperen
ACS Rotterdam
Veilingweg 5

3034 KB Rotterdam, the Netherlands;
Tel: +31 (0)10 433 1511; Cell phone: +31 6 1506 5285
E-mail: marja.vanyperen@acsavcompany.com

3. Please use the following file-name convention: **09-black.ppt** i.e. Paper ID (2 digits)- Name of first author. Please provide your e-mail address, phone number and always refer to **CEDA Dredging Days 2005**.
4. ACS will test your presentation file and will confirm in a return e-mail that the file is all right for presentation. Alternatively, ACS will advise you if any changes need to be made.
5. You will have the opportunity to hand over a revised version of your presentation in one of the conference breaks to the AV technician on duty in the Speakers room, in case you wish to make last minute changes to your slides. If you fail to send your presentation file(s) in advance as requested (see point 2) bring those to the Conference on a **CD-ROM or on a pen drive - in your hand baggage** and hand it over to the ACS technician in the Speakers Room upon your arrival. To ensure compatibility with the CD-ROM drive please **use a CD recordable (CD-R) NOT a CD re-writable (CD-RW)**. You are strongly advised to **bring a copy of your presentation on overhead transparencies**, so that you will not be prevented from making your presentation in the event of a technical problem
6. Your presentation will be loaded into the conference computer by ACS before your session. You can start your presentation by clicking the icon of your file on the desktop. You will be able to manipulate your slides yourself via a keyboard and a mouse.
7. The **Windows XP operating system** and **MS Office XP (English version)** will be installed on the conference computer. This is fully compatible with the Microsoft PowerPoint presentation software which should be used for your presentation. **No other software packages are installed on this computer. If you are not using Microsoft PowerPoint presentation software you will have to use your own laptop computer.**
8. To avoid font compatibility problems use common fonts (Geneva, Times Roman, Helvetica). If you do not use the recommended fonts you should save the fonts with the presentation.
9. If you wish to use **your own laptop** (see point 1. above) please advise the CEDA Secretariat no later than 26 October. You must ensure that it is compatible with the LCD projector furnished by the Conferences. **Please ensure that you know how to get the image to the external VGA port of your laptop.**
10. An assistant will be on duty to assist speakers help you prior and during your session.

Tips for preparation of good slides

The general rule for effective slides is to include only the relevant information and to make sure your audience can read your slides.

1. Include only necessary information on slides.
2. On each slide include only information that you will discuss. Limit each slide to one main idea, and just a few sentences.
3. Avoid tables or simplify them by including only the data that you will need to make your point.
4. Use numbers with only a few significant digits, (round up or down). If there is some graphical way to present the same information, do so.
5. Horizontal slides are best, since the size of the screen may result in cropped vertical slides. In addition, viewers at the rear of the audience in a large room will probably not be able to see the bottom of vertical slides.
6. Make sure your slides are readable. Check your slides on your computer screen from a distance of 2 to 3 metres. If you can read them properly, the projections at the Congress will be of a good quality as well.
7. Use no more than 7 lines of text per slide.
8. Be consistent in all aspects: typeface (size, styles, and spacing), colours, and convention. Do not use more than 3 typefaces or more than 5 colours.
9. Font sizes of 18-24 pt seem to work well in most cases. "Sans Serif" typefaces (Arial, Helvetica, etc.) are generally easier to read.

10. Slides with light colours backgrounds may be more legible than slides with dark backgrounds. Choose colour combinations that contrast well (e.g. white lettering on a darker background is easier to read than black lettering on a coloured background).
11. Organise your slideshow. **If you refer to the same slide more than once, use duplicates.** Do not torment the audience by "rewinding" or "fast-forwarding" through your slides to find the one you want to recall.

On site - Prior to the session

Please come to your session room 15 minutes before the beginning of the session, and contact the session chairperson. Bring a copy of your biographical information with you to guarantee that it will be there. Do not ask the Session Chair to reschedule your paper within the session: she/he will not be able to honour your request. Session Chairs are requested to adhere to the official programme.

3. If you have to cancel your presentation

If you cannot present your paper because of an urgent matter, please give the following information as soon as possible by e-mail to ceda@dredging.org:

1. Whether your presentation will be cancelled or presented by another speaker.
2. If another speaker presents your paper, the name, affiliation, email address and biographical detail of the new speaker

Please note that the organizers can only accept the presentation by a co-author or an appropriate person who can be responsible for the presentation of the paper. We will not accept that a person reads the presentation for others.

4. Questions

If you have any questions, please contact: Anna Csiti, CEDA Secretariat, Radex Building, Rotterdamseweg 183c, 2629 HD Delft, The Netherlands. Tel:+31 (0)15 268 2575; Fax: +31 (0)15 268 2676; E-mail: ceda@dredging.org