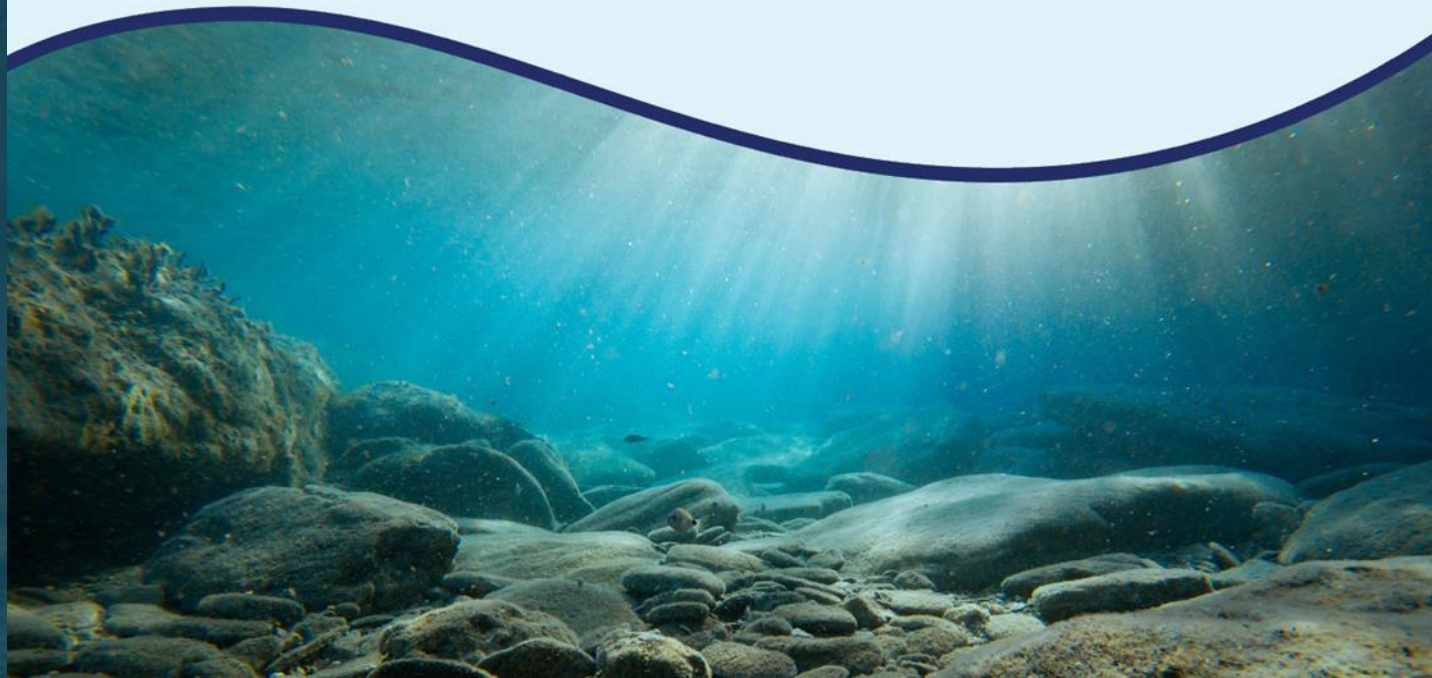


2018  
**OCEAN**  
**SCIENCES**  
M E E T I N G

11–16 February • Portland, Oregon, USA





# Oral Presenter Training

2018  
**OCEAN  
SCIENCES  
MEETING**

AGU • ASLO • THE OCEANOGRAPHY SOCIETY  
11–16 February • Portland, Oregon, USA

# Presentation Guidelines

- Authors must present their accepted abstract and are free to develop their presentations as they see fit .
- Please reference the [presenter guidelines](#) page for recommendations in formatting your PowerPoint presentation.

- Each oral session room is equipped with computer projection equipment.
- Speakers cannot connect laptops to the computer projectors in the meeting room.
- All Speakers must load their presentation in advance in the Speaker Ready Room.

- It is very important that presenters do not exceed the allotted time. The session **must** stay on schedule so that individuals who are presenting a paper or individuals who wish to hear a specific talk may do so at the time indicated in the program.
- Please note that moderators may interrupt speakers in order to ask them to speak more audibly, slowly, or clearly; to face the audience; or to briefly explain the message of an illegible slide.

If there is a Q&A session, it is the moderator's duty (not the speaker's) to conduct the discussion by recognizing participants on the floor.

## Lightning Session Presenters Only

- Each session contains 2 minutes at the start of the session for an introduction to be given by the session moderator(s). The moderator can use this time to familiarize the audience with the format and topic of the session, and note when the audience can ask questions (either at the end of the lightning presentations, during group discussion, or at the individual presenter's poster board following the group time). Moderators can also briefly introduce all presenters so that individual introductions don't take away time from the presenters' talks.
- The sessions are structured so that each presenter in the sessions will have an opportunity to present their poster in oral and poster forums. This format allows for information to be shared with the audience quickly and efficiently, and allows a higher number of individuals to give a short 1-minute oral presentation about their findings. Group discussion and question and answer will conclude each session.

# Lightning Session Presenters Only

## Set-up

- The group lightning presentations will be set with two (2) podiums, two (2) projectors and two (2) screens, two (2) wired podium mics and two (2) laser pointers. and discussion will be held in the “session station” of the Lightning Area with one touchscreen monitor all presenters to use sequentially.
  - While one lightning speaker is presenting using one podium, the next speaker will be at the second podium getting read so that there are no delays between presentations. The smooth, rapid flow of talks is what makes the lightning sessions so exciting.
  - There will be a timer to help keep all presenters to 3 minutes for their lightning presentation. Please help presenters keep to this time limit.
  - Following the session station time, please instruct the group and the presenters to proceed to the individual poster boards.
  - This is a pilot program and we appreciate any feedback, positive or constructive, to help us improve this program from year to year.



All speakers are required to check into the Speaker Ready Room at least **24 hours** before their presentation. It is recommended that they visit the main Speaker Ready Room near the main entrance to the building. A small Satellite Location is provided proximate to the meeting rooms in the center of the building.

## Speaker's Ready Room Hours

**Location: Room D131**

Sunday, 11 February: 3:30 P.M. – 7:00 P.M.

Monday – Thursday: 7:00 A.M. – 6:00 P.M.

Friday: 7:00 A.M. – 4:00 P.M.

## Audiovisual and Equipment

Each session room is equipped with a Presentation Windows PC and a Mac. A switcher is provided to allow display of either machine to the audience. A local monitor is provided and will mirror what the audience sees. (Presenter View is not supported).

### **PC Configuration**

- Processor: a minimum Core i7 2.93 GHz
- 8 GB RAM
- 1920 x 1080 at 24 bit color depth 16:9 Aspect Ratio
- Microsoft Windows 10 Professional (fully updated)
- Microsoft Office 2016 Professional (fully updated)
- Windows Media Player (Version 12)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

### **Mac Configuration**

- Processor: a minimum Core i7 2.3 GHz
- 8 GB RAM
- 1920 x 1080 at 24 bit color depth 16:9 Aspect Ratio
- Mac OS 10.12 or later (Sierra – released October 2016)
- Microsoft Office 2016 for Mac (fully updated)
- Apple Keynote 7.3 or later (fully updated)
- QuickTime Player (Latest Version)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

# Audiovisual and Equipment

When you check in to the Speaker Ready Room, you will confirm whether you will be presenting from the **Mac** or the **PC** in the session room. The presentation will only be loaded onto one of the two presentation machines in the session room.


You can review your presentation on a preview station to ensure that everything runs properly. The configuration of the preview stations exactly match the presentation machines in the session rooms.



Each Presentation computer has an attached local computer monitor which is proximate to the podium for the presenter to see while you are presenting. This monitor will show exactly what the audience sees and there is no accommodation for “Presenter View.” Because you will not be able to view notes on this screen, please make sure to bring a printed copy of any notes that you require for your presentation.

Once you have checked in at the Speaker Ready Room, you are ready for your presentation.

If you are not able to attend the full session, please make sure to show up to your session room **at least** ten minutes before your allotted presentation time!



Thank you for  
presenting in  
an Oral Session  
at the  
2018 Ocean  
Sciences  
Meeting!

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