

# **CEDA DREDGING DAYS 2015**

## **Innovative dredging solutions for ports**

Ahoy Rotterdam, Rotterdam, the Netherlands  
5-6 November 2015



## **Instructions/guidelines for speakers**

**Issued by:** CEDA – Central Dredging Association  
for the International Technical Papers and Programme Committee of  
CEDA Dredging Days 2015

**Date:** October 2015

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

## 1. Conference venue information

### Conference venue

Ahoy Rotterdam, conference room on 2<sup>nd</sup> floor.

### Facilities

The following equipment will be provided for each technical presentation:

- LCD projector with a resolution of 1024x768 pixels plus screen
- HP laptop computer at technique (incl. CD-ROM drive and USB port); see also the section on presentations below)
- Monitor on stage
- Microphone
- Lectern
- Remote control/pointer

### Speakers' room: Dock 1

The speakers' room serves as an area for preparation. The room Dock 1 is located on the 3<sup>rd</sup> floor. It will be available from 8:00 am to 6:00 pm on Thursday 5 November 2015 and from 8:00 am to 3:00 pm on Friday 6 November 2015. The room will be equipped with two desktop computers.

## 2. Presentations

### Language

All presentations must be made in English.

### Time allowed

The maximum time allotted for presentations is **22 minutes**, (20 minutes for the presentation and 2 minutes for questions and answers).

If you use your own laptop, the installation (and trouble shooting) time is included in your 20 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 in the front row.

### Guidelines for presentations

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

1. We strongly advise you to use the computer provided by the conference organisers. A laptop computer will be placed at technique and a monitor next to the lectern. You will be able to manipulate your slides yourself via a remote control.
2. **Please send your presentation** via e-mail **before 30 October 2015** to Marc Nanninga of ACS, our AV technician:  
E-Mail: rotterdam@acsaudiovisual.com  
Telephone: +31 (0)10-433 15 11
3. Please use the following file-name convention: **09-black.ppt** i.e. Paper ID (2 digits)- Name of presenting author. Please provide your e-mail address, phone number and always refer to **CEDA Dredging Days 2015**.
4. Our technician will test your presentation file and will confirm in a return e-mail that the file is all right for presentation. Alternatively, he 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 to the AV technician in one of the conference breaks, in case you wish to make last minute changes to your slides. Please make sure that you do this **at least 30 minutes** before your session is due.
6. Your presentation will be loaded into the conference computer by the technician. The presentation will also be started by the technician. You will be able to manipulate your slides yourself via the remote control.
7. The **Windows 7 operating system** and **MS Office 2007 (English version)** will be installed on the conference computer. This is fully compatible with the Microsoft PowerPoint presentation software which you should use 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.** 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.
8. If you wish to use **your own laptop** (see point 1. above) please advise the Conference Secretariat (see under Questions) no later than 30 October 2015. You must ensure that it is compatible with the LCD projector furnished by the conference organisers. **Please ensure that you know how to get the image to the external VGA port of your laptop.**
9. If you wish to use a Mac computer/laptop, please make sure you bring your pass from VGA to Mac.
10. An assistant will be on duty to assist speakers prior and during the sessions.

### **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. Do not show slides that you need to introduce with the following words: "I am afraid you will not be able to read this...."
6. 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.
7. 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 conference will be of a good quality as well.
8. Use no more than 7 lines of text per slide.
9. 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.
10. Font sizes of 18-24 pt seem to work well in most cases. "Sans Serif" typefaces (Arial, Helvetica, etc.) are generally easier to read.
11. If you want to present any movies, please embed them in you PowerPoint presentation; this will run more smoothly.
12. Slides with light colour 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).
13. 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 the conference room 15 minutes before the beginning of the session** and contact the session chair. Do not ask the session chair to re-schedule your paper within the session: she/he will not be able to honour your request. Session chairs are requested to adhere strictly 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 [sylvia@mintenprojectmanagement.nl](mailto:sylvia@mintenprojectmanagement.nl):

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 a 100 word biography of the new speaker.

Please note that the organisers 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 technical questions, please contact Jaap Dekker, E-mail: [j.dekker@acsaudiovisual.com](mailto:j.dekker@acsaudiovisual.com)

If you have any general questions, please contact: Sylvia Minten, Conference Secretariat, Tel: +31 6 1660 3947, E-mail: [sylvia@mintenprojectmanagement.nl](mailto:sylvia@mintenprojectmanagement.nl)