

CEDA DREDGING DAYS 2024

WTC Rotterdam, Rotterdam, the Netherlands
27-29 May 2024



Instructions/guidelines for speakers

Issued by: CEDA – Central Dredging Association
for the International Technical Papers Committee
CEDA Dredging Days 2024

Date: April 2024

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

1. Conference venue information

Conference venue

WTC Rotterdam: Rotterdam Hall and surrounding rooms, ground floor

Facilities

The following equipment will be provided for each technical presentation:

- Projector with a resolution of 1920x1080 pixels (16-9 format)
- Laptop computer at technique
- Monitor on stage
- Microphone
- Lectern
- Remote control

Speaker room: Penn Room II

The speaker room serves as an area for preparation. The room will be equipped with two laptops. This is also the location to hand in your powerpoint presentation to the technician. **Please hand in your presentation the day before your presentation is scheduled!** Penn Room II is located on the ground floor.

Opening hours:

Monday 27 May 2024:	12:30 – 17:30 hours
Tuesday 28 May 2024:	08:00 – 15:30 hours
Wednesday 29 May 2024:	08:00 – 13:30 hours

2. Presentations

Language

All presentations must be in English.

Time allowed

The maximum time allotted for presentations is:

- Full papers: **20 minutes** (18 minutes for the presentation, 2 minutes for questions and answers)
- Extended abstracts: **15 minutes** (13 minutes for the presentation, 2 minutes for questions and answers)
- Young CEDA Pitch Talks: **about 9 minutes** (about 7 minutes for 20 slides of 20 seconds each + 2 minutes for questions and answers)

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 (1 minute in case of Young CEDA Pitch Talk) 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. 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 use the following info in your file-name: Day of presentation-Session number-Name of presenting author (example: Tue-S5-Jansen) and hand in your presentation the day before it is scheduled.
3. Our technician will test your presentation file and will confirm that the file is all right for presentation. Alternatively, he will advise you if any changes need to be made.
4. Your presentation will be loaded into the conference computer by the technician. The presentation will also be started by the technician during your session. You will be able to manipulate the slides yourself via a remote control.
5. The Windows 10 pro Office 365 (16:9 format) 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. 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.

Tips for preparation of good slides (16:9 format)

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 videos, please embed them in your PowerPoint presentation; this will run more smoothly. In case you use large videos, please also bring them as a separate file.
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 make sure to be in your 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:

1. Whether your presentation will be cancelled or presented by another speaker.
2. If another speaker presents your paper, the name, affiliation, email address, a photo (portrait) 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 questions, please contact: Sylvia Minten, Conference Secretariat,
E-mail: sylvia@mintenprojectmanagement.nl

For urgent matters during the conference, please call: +31(0)616-603 947