



## Instructions for Oral Presentations

Below are a few guidelines regarding the **Audio-Visual** set up for the Central Atlantic Conjugate Margins Conference - Halifax 2008 scheduled for August 13–15, 2008 at Dalhousie University in Halifax, Nova Scotia, Canada.

1. **The only media available for presentations will be MS PowerPoint. There will be 1 high-intensity data projector, and 1 large format screen.**
2. Since the program is still being developed, the schedule is subject to change. Presentations will be a total of 20 minutes long; ideally 20 minutes for the talk, and 5 minutes for questions. We anticipate finalizing the program and e-mailing you a copy on, or about May 1, 2008 or sooner.
3. Two notebook computers will be provided for presentations. One will be used for morning presentations, and one for afternoon presentations. Both will be loaded with the latest version of Microsoft Office and PowerPoint. You must have your presentation on either a portable memory device (flash drive, memory stick, portable hard drive, *etc.*), or a CD. You will be responsible for being certain that the presentation is compatible with this notebook computer. Load and check your presentation.
4. If you are using animations, they must be in the PowerPoint file rather than somewhere else.
5. Please be certain to use standard fonts so that what you have will not have a problem with your font disappearing or being changed to something else; *e.g.*, ESRI oil, gas and water symbols built directly into your PowerPoint will not generally function on another machine. If required, please create these fonts/characters as graphics or pictures and paste them into your PowerPoint, rather than creating them directly in PowerPoint.
6. Provide your PowerPoint prior to your scheduled presentation. The notebooks will be available for you to load your presentation Tuesday, Wednesday, and Thursday evening at the Registration Desk; and from 7:00 AM to 7:45 AM on Wednesday, Thursday and Friday morning before presentations begin at 8:00 AM.
7. One computer will be for the morning sessions with folders on the desktop for each session; *e.g.*, Wednesday, Thursday, and Friday MORNING. A second computer will be used for afternoon sessions, with folders for Wednesday, Thursday, and Friday AFTERNOON. You must place your presentation in the correct folder. Label your presentation file starting with your last name. If you are doing more than one presentation, your PowerPoint files an example of the labeling would be Smith\_1, Smith\_2, *etc.*
8. You will be responsible for checking that your presentation displays and functions correctly (no problems with slide colors, fonts, *etc.*) on the notebook computers. The computer not in use will be available for you to load and review your presentation; *e.g.*, the afternoon computer will be available throughout the mornings. You will not be able to load morning



presentations while morning presentations are being made, that computer will be in use. You must do this in the afternoon or evening.

9. We will supply laser pointers. However, you may bring and use your own if you prefer. **Note:** Please do not continuously press the button during your talk. If you do, you will drain the batteries and the dot will distract the audience. Please point and release.
10. There will be a stationary podium microphone for speakers. In addition, a wireless microphone will be available for those speakers not wishing to be tied to the podium. Please keep in mind that most conferences always have problems with these microphones. Therefore, we reserve the right to not use them if there are problems.
11. There will be an audio-visual representative at the speaker table to assist with any problems prior to, during and after all sessions.
12. **FINALLY**, we will be strictly adhering to our Program and speakers are again reminded that they have 20 minutes for their oral presentation with five minutes for questions. Failure to head and/or exceed time warnings from the Session Chairs will result in the computer and microphones being turned off. We cannot emphasize this enough. We therefore expect all speakers to respect our commitment to them, fellow presenters and the delegates in creating a smoothly run and timely Program.

**MOST IMPORTANT:** If you and your co-authors (if they are attending) have not registered for the conference and reserved your hotel room, **please do so!!** Registration is through the conference website, <http://www.conjugatemargins.com> where information on registration fees, costs for field trips, short courses, social events, etc. can be found.

If you have any suggestions or see any errors, please contact our Conference Agent, Ms. Trudy Lewis at [trudy.lewis@lewisconferences.com](mailto:trudy.lewis@lewisconferences.com). We are open to any and all constructive suggestions.

If you are not the person doing the oral presentation of your paper, please inform the actual presenter and let Conference Co-Chairs David E. Brown or Grant Wach know exactly who that person is (and his/her e-mail address) for future reference. ([dbrown@cnsopb.ns.ca](mailto:dbrown@cnsopb.ns.ca) / [grant.wach@dal.ca](mailto:grant.wach@dal.ca) )

On behalf of the organizers of the Central Atlantic Conjugate Margins Conference, thank you for all of your hard work. We appreciate your helping make this conference a success. This will be a memorable event and we look forward to seeing each of you in Halifax in August.

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