

## Oral Presentation Guidelines for Presenters

### Timing and Arrangement of Presentations

We ask for your understanding in keeping to the time because of the difficulties in moving the plenary sessions, the lunches and the banquet. Please be mindful of staying within your allocated time in consideration of other presenters. The allocated time for your presentation includes a discussion and changeover to the next speaker. Session Chairs will provide prompts when approaching the end of your presentation time. This is essential to allow adequate time for questions and discussion, as well as adherence to the schedule.

- Slots for Keynote Speakers will be 30 minutes and those for Invited Speakers will be 25 minutes for each.
- All other speakers at all sessions, except Marine Geology and Oceanography sessions will be allotted 20 minutes each, including their Q&A sessions.
- Marine Geology and Oceanography session presenters are advised that due to scheduling arrangements they will be allocated 15 minutes including Q&A.

Please refer to the final Conference Program in your bags for actual presentation timetables. Presenters are requested to be ready in their presentation rooms at least 15 minutes before the start of the session. Chairpersons will be provided with brief biodata to introduce each speaker. (By now you will have received an email from MAESA asking you for your brief biodata - please send this to [organizingcommittee@maesa.org](mailto:organizingcommittee@maesa.org) even if you have not yet received it).

### Organising Audio-Visual Needs

Each meeting room will be equipped with a laser pointer, computer, LCD projector and screen. The computers in the meeting rooms will be configured with Windows Operating System. **Presentations will be loaded on to the projectors preferably the evening before or in the mornings from 7:30 am to 8:45 am.**

Please bring your presentation files on USB thumb drives (we strongly recommend that presenters bring at least 2 copies of their presentation for backup purposes). If your data are sensitive and you do not want to leave it behind, may we request that you prepare a less sensitive version for us to share knowledge with our Myanmar stakeholders, which you will then leave with us.

MAC-laptop users are advised to bring their own VGA adapter cable.