

WORLD DREDGING CONGRESS XVII

Dredging in a Sensitive Environment

CCH - Congress Centre, Hamburg, Germany
27 September - 1 October 2004

In conjunction with SMM 2004 Shipbuilding, Machinery & Marine Technology International Trade Fair
28 September – 2 October 2004



Instructions/guidelines for speakers

Issued by: CEDA – Central Dredging Association
for the International Technical Papers Committee of WODCON XVII

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WODCON XVII is organized by CEDA on behalf of WODA, which incorporates

WEDA - Western Dredging Association

CEDA - Central Dredging Association

EADA - Eastern Dredging Association

in association with

Free and Hanseatic City of Hamburg, State Ministry for Economic and Labour Affairs,
Department of Port and River Engineering

Supporting organizations

HTG - Hafenbautechnische Gesellschaft

IADC - International Association of Dredging Companies

IAPH - International Association of Ports and Harbors

IMO - International Maritime Organisation

PIANC - International Navigation Association



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

1. Congress information

Congress venue

CCH-Congress Centre Hamburg, Am Dammtor 13 (<http://www.cch.de>).

Facilities

The following equipment will be provided for each technical presentation:

- Overhead projector for standard 21.6 x 27.9 cm (8.5 x 11 inch) transparencies
- LCD projector with a resolution of 1024x768 pixels
- Desktop computer – IBM-compatible (incl. CD-ROM drive and USB port); see also the section on computer presentations below)
- Microphone
- Lectern
- Pointer

If any additional equipment is required please contact the CEDA Secretariat to make the necessary arrangements, and be prepared to pay in advance for its rental. **Please note that slide projectors are no longer standard equipment.**

Speakers' room: Hall 19

The Speakers' Room may be used for the preparation of presentations. It is located next to the Registration counter and will be available from 8:00 am to 6:00 pm Monday to Thursday and from 8:00 am to 11:00 am on Friday. The room will be equipped with a laptop computer, but please note that several people may wish to use this at the same time.

2. Presentations

Language

All presentations must be made in English.

Time allowed

The maximum time allocated for presentations is **20 minutes**, (15 minutes for the presentation and 5 minutes for a brief discussion). If you use your own laptop, the installation (and trouble shooting) time is included in your 20 minutes presentation time. To allow delegates to move between technical sessions 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

The first row in the technical session rooms will be reserved for the speakers.

Guidelines for computer presentations

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

1. If possible, use the computer provided by the Congress organizers. An **IBM PC** will be placed next to the lectern. You will be able to manipulate your slides yourself via a keyboard and a mouse.
2. The **Windows XP operating system** and **MS Office XP (German version)** are installed on this computer. This is fully compatible with the Microsoft PowerPoint presentation software which should be used 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.**
3. 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.
4. Bring your presentation file(s) to the Congress on a **CD-ROM or on a pen drive - in your hand baggage**. Load your presentation file into the computer provided in your session room and test its operation during

one of the refreshments breaks (a file preview can be made in the Speakers room). The projection system in each session room will be operational from 8:00 am to 6:00 pm Tuesday to Thursday and from 8:00 am to 11:00 am on Friday. An assistant will be available to help you prior to each session.

5. To ensure compatibility with the CD-ROM drive please **use a CD recordable (CD-R) NOT a CD rewritable (CD-RW)**.
6. If you wish to use **your own laptop** (see point 2. above) please advise the CEDA Secretariat no later than 1 September. You must ensure that it is compatible with the LCD projector furnished by the Congress. **Please ensure that you know how to get the image to the external VGA port of your laptop.**
7. You are strongly advised to **bring a copy of your presentation on overhead transparencies**, so that you will not be prevented from making your presentation in the event of a technical problem. In particular give yourself (and the audio-visual-technician) enough time to **run through any presentations with film inserts**.

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. 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.
6. 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 Congress will be of a good quality as well.
7. Use no more than 7 lines of text per slide.
8. 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.
9. Font sizes of 18-24 pt seem to work well in most cases. "Sans Serif" typefaces (Arial, Helvetica, etc.) are generally easier to read.
10. Slides with light colours 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).
11. 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 your session room 15 minutes before the beginning of the session, and contact the session chairperson. Bring a copy of your biographical information with you to guarantee that it will be there. Do not ask the Session Chair to reschedule your paper within the session: she/he will not be able to honour your request. Session Chairs are requested to adhere 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 ceda@dredging.org:

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 biographical detail of the

new speaker

Please note that the organizers 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: Anna Csiti, CEDA Secretariat, Radex Building, Rotterdamseweg 183c, 2629 HD Delft, The Netherlands. Tel:+31 (0)15 268 2575; Fax: +31 (0)15 268 2676; E-mail: ceda@dredging.org