



50th Kaikoura05

Information for Participants

Oral Presentations:

Oral presentations are scheduled in 20 minute time slots, please plan for a maximum 15 minutes presentation, leaving up to 4 minutes for questions and one minute change-over. We will be holding three concurrent sessions throughout much of the meeting, requiring strict adherence to time limits in order to maintain the synchronised programme.

Lecture rooms will contain one data projector for PowerPoint presentations only. If you requested an overhead projector it will be available in room at the time of your presentation, but only one projection screen is available in each lecture room. Speakers are asked to ensure that their presentations are compatible with a PC platform, those using Mac computers will need to ensure their presentations will run on a PC.

- **All speakers are asked to submit their talks on a CD-ROM (PC readable) to the registration desk at the time of first arrival at the conference.**
- **Please carefully label the CD with the presenter name, initials, title of presentation, and also the day, session, and time of presentation. The digital file (ppt) should also contain author, day and time slot.**
- **Personal laptops can not be used for presentations. Mac users please note!**

Only limited facilities will be available for speakers to review or work on presentations in Kaikoura. Information on a speaker-ready/preparation area will be advised on site in Kaikoura.

If you require an overhead projector that should have been requested at the time of abstract submission, but we remind presenters that only one screen will be available in each lecture room.

Plenary/keynote speakers have been allocated additional time for presentations, further details are included in the conference programme.

Poster Presentations:

A full listing of poster presenters is included with the accompanying conference programme. Posters will be available for viewing in the Kaikoura Memorial Hall throughout the conference, which is also the venue each day for extended lunch breaks, in order to facilitate viewing. Some provision has been made in the programme for an extended viewing time on Tuesday, prior to lunch, when poster presenters will be asked to be available at their poster to answer questions and for discussion. We also recommend that presenters indicate additional times during the remaining lunch breaks when they will be available at their poster for discussion.

Poster presenters are asked to have their posters up for viewing on arrival in Kaikoura, either on the Monday evening at the icebreaker function (5-7 pm), or first thing Tuesday morning, and prior to the conference opening session at 8.30am. All posters should be taken down Thursday afternoon, after the lunchtime break.

Poster presenters will have been advised individually regarding their poster board size. All allocated boards are numbered, and the poster presentation listing can be matched with board allocations. Velcro and/or drawing pins can be used to hang posters, materials for this will be available from the registration/information desk.

Enquiries:

Any enquiries please contact conference convener Jarg Pettinga, details elsewhere on conference website.
