

Symposium Presenter Instructions and Notes

Updated 06 September 2013

Questions

Please feel free to email any questions related to your presentation to wmo6da@noaa.gov (please also cc: daryl.kleist@noaa.gov).

Oral Presentations

Length

To accommodate as many presentations as possible, regular talks have been designated **15 minute slots** (this includes time for questions). Invited talks have been given 30 minute slots (again, including time for questions). Please keep this in mind as you prepare your slides.

Slides

All slides will need to be loaded onto the auditorium computer. If possible, please email your slides in MS PowerPoint or PDF format and any accompanying files to the aforementioned email addresses prior to **06 October 2013**. This will make it possible to ensure the slides load correctly and fixes can be made if necessary. The auditorium computer is a Windows desktop, so please keep this in mind for formatting purposes and consider pdf if creating slides using a non-Windows platform. Although not preferred (due to security concerns), presenters can alternatively upload their slides on site using memory sticks (please email ahead to coordinate).

Poster Presentations

Display and Mounting

Each poster must be constructed to not exceed **4 feet (120 cm) by 4 feet (120 cm)** in dimension. Please note that we will not be able to print your poster for you at the meeting facility! Posters will be mounted on a double-sided poster board, allowing two posters to be mounted on each side (i.e. 4 posters per board). Push pins will be made available to hang posters at pre-determined locations (look for your poster paper number on the poster board). The panels/boards themselves are roughly 8 feet x 4 feet and have a horizontal orientation. MS Power Point poster templates are available with the 4x4 dimensions at:

http://www.ncep.noaa.gov/events/2013/wmo6da/docs/poster_templates/

Viewing

Formal poster viewing sessions are to take place every day, Monday through Thursday, during the morning and afternoon breaks. Posters are designated to be hung for two days (either M/Tu, or W/Th), according to theme. Please check the program for your designated poster session days.

Recommendations

There will be plenty of time for interaction, so do not try to put too much information on the poster. Save some information for one-on-one discussion. Keep it simple.

Additional poster design information and recommendations can be found at:

<http://www.ext.colostate.edu/staffres/poster.pdf>