



## SPEAKER INSTRUCTIONS

Dear Speakers:

Brief instructions and information about how to present your paper are included here. Please print out this document and bring it with you to the Congress.

### 1 Notification of Oral Presentation:

Please check the type of presentation allocated to you. It would greatly assist the organizers if authors of papers assigned for oral presentation will notify us that you will attend and present your paper on the day and time assigned. If we do not receive your notification **by July 15** or if the presenting author has not registered, then we may revoke that assignment of oral presentation and replace it by a Reserve paper.

### 2 Reserve Papers:

These are Poster papers that may also be presented orally if the author of a paper assigned for oral presentation fails to notify attendance at the Congress or does not appear at the Congress. We recognize that it is hard to prepare for both oral and poster presentation, but you do have the chance to present your material twice. Please check the Session Schedule frequently to see if your paper has been moved into a speaking slot. You should plan to attend the session in which your paper is a Reserve – if a speaker does not show up, you may be asked to speak on the spot.

### The Schedule May Change:

Although your paper is allocated to a specific session, the timetable may change as the Congress approaches. Please pay attention to the Session Schedule posted online at: <http://wri13.cicese.mx/> to check the status and session allocation of your paper.

## I. PREPARATION

### 1. Registration

All speakers are asked to register to the Congress in advance. For further information, visit the official Web site: <http://wri13.cicese.mx/>. If you do not register by July 15, we may reorganize the schedule to allocate your presentation slot to a reserve paper.



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## 2. Equipment

Each session room is provided with a projector for PowerPoint presentations. A computer will be provided, running Windows XP. The projector is compatible with Windows only. A computer running Windows XP and PowerPoint 2003 will be provided. Speakers are expected to make their presentations using this computer. Speakers will check-in their PPT files (on CD or floppy disk) to the Author's Check-In desk, in the registration area. These files must be checked-in no later than 8:15am on the day of presentation. Authors should also carry a second copy of their PPT file with them to the session itself, on CD, floppy disk, or USB drive.

## II. GENERAL INFORMATION

### 1. Author Check-In Desk

When you arrive at the Congress and pick up your registration materials, please take a moment to visit the Author Check-In Desk, so that the organizers can know that you are present. Please also check the updated schedule of the sessions, as your paper or session may have moved to a different time (this is especially important for Reserve Speakers -- your paper may have been added to a session for oral presentation).

### 2. Powerpoint File Check-In

Please bring your Powerpoint file to the Author Check-In Desk in the registration area **no later than 8:15am** the morning of the day of your session. For speakers in the first morning session, bring your Powerpoint file between 14:00-18:00 the preceding afternoon to the Author Check-In Desk. Files can be accepted on CD or floppy disk only. USB keys are not acceptable for check-in. Authors should also carry a second copy of their presentation with them to the session room when they make their presentation. Your file should be called simply xxxx.ppt, where xxxx is your paper number.

### 3. Speakers Meeting

Speakers should convene at their session room **20 minutes prior to** the start of their session. This will be your opportunity to meet with the chairpersons, and to familiarize yourself with the podium, projector controls and pointer. Speakers who do not attend these meetings are likely to have their presentation replaced by a Reserve Speaker.



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#### 4. Author Ready Room

A projector and computer will be available, in the Author Check-In area, for authors to check their presentations.

### III. PRESENTATION

#### 1. Language

Your presentation must be in English. For native English speakers, we ask that you use simple words, avoid slang, and speak slower than normal – please remember that you will be speaking to an international audience.

#### 2. Time Allowance

The time allowance for each presentation is **15 minutes** (plus 5 minutes for questions and answers, getting to and leaving the podium, introduction by chairperson, etc.). Careful time keeping is vital to ensure smooth operation of the entire program. Please follow the signal, which will announce the time lapse.

First signal 5 minutes left (10 minutes passed)

Second signal Time is up (15 minutes passed)

To be fair to other speakers and the program generally, session chairmen will be instructed to be ruthless in keeping speakers to the time allocated.

#### 3. Advice for Speakers

- We suggest you practice your talk to make sure your delivery does not overrun the time limit.
- Unless you are a very experienced speaker it is unlikely you will be able to present more than 10 - 15 slides or transparencies in the time available.
- Please ensure that all the lettering in your PowerPoint slides is sufficiently large, when projected, to be seen from the back of the room. Font size should be no smaller than 20 point. Avoid large tables and simplify graphs wherever possible.
- We **strongly** discourage the use of videos and animations in your PowerPoint presentation. Videos are notoriously unreliable and cannot be guaranteed to work. The time lost in fiddling with videos is better spent giving your talk.





- When you save your PowerPoint file, be sure to Embed Fonts. To do this, use Save As/Tools/Save Option/Embed True Type Fonts/Embed all characters. For more information, see: <http://office.microsoft.com/en-us/assistance/HA010348241033.aspx>
- We suggest that you do not try to explain everything in your paper – small details and qualifications will be described in the text of your paper in the Proceedings – concentrate on the main arguments and conclusions of your work.

#### 4. Next Speaker's Seat

Speakers and Reserve Speakers are requested to be seated at the Next Speaker's Seat, in the left front row, at the start of the session. If you are not present at the start of the session, the Chairmen may believe you are not present and cancel your presentation. In case a presentation is canceled, the next one will start immediately or will be replaced by a Reserve paper. If for some reason such as illness, you are unable to present your paper, then please try and have somebody inform the session chairman of the situation; in this case we will try to provide an alternative slot for oral presentation in a later session.

### IV. Check List for Speakers

Please make sure you make the following steps:

1. Notify the congress organizers that you will accept to speak at the congress, **and** specify the name of the Presenting Author. You can do this by email to [wri13@cicese.mx](mailto:wri13@cicese.mx).
2. Register for the congress at <http://wri13.cicese.mx/> (if you do not register by July 15, your allocated oral presentation may be given to a Reserve paper).
3. Prepare your PowerPoint presentation, and check it in at the Authors' Check-In desk at the Congress (when you arrive, or no later than 8:15am the morning of your presentation [previous afternoon for morning speakers]).
4. Come to the session room 20 minutes prior to the start of the session to meet with the chairpersons.

