



The 4th Global Ocean Acidification Observing Network (GOA-ON) International Workshop

Apr. 14 - 17, 2019 • Hangzhou, China

Information for Presenters

Please read the following instructions on presenting at the GOA-ON Workshop.

Abstract Format

Abstracts must be submitted electronically through the online registration system (<http://goaon2019.medmeeting.org/en>), and must follow the abstract template. All abstracts are limited to 400 words. Please note that the submission system will cut off your abstract if you copy/paste an abstract longer than 400 words, so please confirm that your abstract fits before submission.

Presentation Formats

Oral Presentation Format

Oral presentations will be limited to 15 minutes: 12 minutes for the presentation and 3 minutes for questions. Time management will be enforced in order to ensure the program goes smoothly. To this end, presenters should be aware of the time allotted for their presentations.

Oral presentation will be organized by sessions, so please identify which session best fits your presentation when submitting your abstract. There will be an opportunity for your abstract to be invited for a presentation at Plenary Sessions. Results will be notified by 31 January 2019. If your abstract is accepted but cannot be accommodated as an oral presentation, the GOA-ON Workshop may offer you the opportunity to present a speed talk or poster. Detailed information and instructions on presentations at the GOA-ON Workshop are available below.

- *Specifications for Microsoft PowerPoint (PPT) presentations*

The screens in the conference halls at Zhejiang Hotel are **4:3** and have high resolution. Presentations in Microsoft PowerPoint (PPT) format are best and should be formatted to 4:3 to fill the screen.

- *Presentations using Prezi*

Presentations using Prezi are supported but must comply with the same formats noted above under PPT





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presentations. It is recommended that Prezi presentations are **saved on a USB drive** and not in the cloud.

- *Presentations using Keynote / Macs*

The GOA-ON Workshop is equipped for presentations made on PCs using PPT or Prezi. The GOA-ON Workshop will not be using Mac software on-site. Thus, we will **NOT** be able to support Keynote presentations on-site. We encourage presenters using Keynote software to convert their presentations to PPT format before the workshop to limit the risk of technical issues. If the presenter cannot convert their keynote presentations to PPT format, the presenter should bring their Mac to the Registration desk for assistance in converting the file. Please seek the assistance, if you need it, as early as possible.

- *Video and pictures in presentations*

For presentations with videos or photos, presenters should use the video and photo integration format built into PPT or Prezi in order to create a seamless presentation with minimal delays. Please keep a copy of all photos and videos used in your presentation in a folder with the presentation to reduce the risk that the presentation is unable to fetch the video or photo data. For videos, we encourage formats such as .MP4, .MOV, .AVI, and .WMA with 720p or 1080p resolution. For pictures, please save them in .jpg or .png format.

- *How to upload your presentation?*

All presentations must be submitted to the Registration desk on-site at least **1 day before** your scheduled talk. If you are scheduled to deliver a talk on the first day, i.e. 15 April 2019 (Monday), you should submit your presentation upon your arrival at the Registration desk. The GOA-ON Workshop will not accept uploaded presentation on the day of your talk nor in the conference halls. Please bring your presentation saved onto a USB drive. A technician will be there to assist you, if needed. To ensure your presentation is uploaded to the correct session, please name your file as Session No. _Presentation Date _Full Name.

You can also submit your presentation via E-mail (please send it to goaon2019@chinastargroup.com) before the GOA-ON Workshop. If you do so, please bring a copy of your presentation to the Registration desk on-site or email goaon2019@chinastargroup.com to confirm we have received it. The presenter is ultimately responsible for their talk being available on-site.





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Poster Presentation Format

Your poster must be limited to **95 cm (width) * 130 cm (length)** in size and keep it **vertical** in design in order to fit on the poster board. Posters will be assigned a number that will correspond to the appropriate board. Posters that do not follow above instructions will **NOT** be accepted for presentation. There will be two dedicated poster sessions with beverages, which are a) 16:30-18:30, 15 April 2019, and b) 16:30-18:00, 16 April 2019 in the Guiyu Hall. Presenting authors must remain at their poster during the assigned session.

Presenters are responsible for printing their posters in advance for a presentation at the GOA-ON Workshop. Detailed instructions on when and how to post their posters in the Guiyu Hall will be updated soon. Check back for details soon!

