

Guidelines for ORAL presentations and Session Chairs

UAV-g 2015

International Conference on Unmanned Aerial Vehicles in Geomatics

sUAS: A Disruptive Technology for Geomatics

August 30 – September 2, 2015

York University, Toronto, Canada

www.uav-g-2015.ca

Guidelines for Oral Presentations (Technical Session)

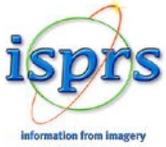
Oral presentations will be delivered in technical sessions of 90 minutes duration, and are of 18-22 minutes duration. The schedules for every session have been published in the Preliminary Programme. The duration of each presentation includes changeover time, introduction and question time. Make sure you leave time for Q/A.

- The conference presentation technology uses Windows 7 and Microsoft Office 2010. Please make sure your PowerPoint is compatible with PowerPoint 2010.
- It is suggested to use about 20 slides for the presentation and no more than 5 dot points on any slide.
- Use images and diagrams frequently rather than too much text.
- Image quality must be sufficient for a 1920 by 1080 projection display.
- You are required to upload your presentation into the presentation system prior the session starts using a memory stick.
- You can use your own laptop and plug into the system with a VGA cable, but for Apple computers you should bring your own VGA dongle that comes with the Apple computer.
- Please hand it to the Session Chair prior to the beginning of the session the following for your introduction: Name, Affiliation Paper Title, Short biographical details.

Guidelines for Session Chairs

As a session chair, you are responsible for the course of events in your presentation room. Please read these guidelines carefully to ensure the smooth operation of the technical sessions.

- Check the session time and location carefully. Familiarise yourself with the names of the authors and the titles of the papers to be presented.
- Arrive at the session early and check that the presenters have arrived. Ask for their biographical information form.
- Remind the presenters that they must adhere to their allocated duration and you will warn them as they approach the end of the allocated time.
- Ask the presenters to sit in the front row of seating.



- If an Oral presenter intends to use their own laptop PC, Apple or iPad, make sure that they test that the projector display operates correctly to minimise disruption during changeovers.
- If you find a presenter has failed to attend, to maintain the published schedule please consider extending the Q&A so to start next presentation as close as possible to the published schedule time.
- Session chairs should sit at the front of the room.
- At the end of your session please provide a paragraph of your sessions highlights to the organizers (Attn. Costas Armenakis at armenc@yorku.ca)