

Instructions for Technical Session Presentations

USGS Hydroacoustics Workshop 2004

March 22-26, 2004
San Diego, California

I am writing to provide information and guidelines regarding presentations made during technical sessions at the upcoming USGS Hydroacoustics Workshop in San Diego, California. The most up-to-date technical program is available at <http://hydroacoustics.usgs.gov/training/Workshop2004/Agenda.pdf>

Duration of Presentations

Each technical session will be 90 minutes long and consist of 4 presenters. A few sessions may have only 3 presenters. For sessions consisting of 4 talks, each speaker will have a total of about 20 minutes for their presentation and for questions and answers. Please leave adequate time for questions when planning your presentation.

The moderator for your session will be contacting you soon regarding your presentation. At that time, you and he should finalize the amount of time that you will have available to present. In addition, please be prepared to provide some brief biographical information that the moderator can use to introduce you.

Submission of Presentations

We request that if at all possible, presenters supply advance copies of their presentations via email or via a CD. Please email them to Loren Kloft (lgkloft@usgs.gov) or send a CD to Loren at

9818 Bluegrass Parkway
Louisville, KY 40299

Loren will create or duplicate CD's with these presentations on them and bring them to the meeting. NOTE: If your presentation exceeds 10 MB please contact Loren before emailing the presentation. If you email or send your presentation, do not assume it arrived safely until you receive a response from Loren.

We realize that many of you will want to tweak your presentations even up to just before the start of the meeting. Some of you may even prepare your presentations on the trip to San Diego! If you are one of these persons, please stop by Speaker's Preparation Room at the conference and drop off your PowerPoint presentation sometime **BEFORE THE DAY OF YOUR PRESENTATION.** We plan to have 2 IT support people on hand at all times, to assist you with copying your presentation. Hopefully, this will keep last-minute problems to a minimum.

Each of the three concurrent sessions will be using **one** laptop per session and all presentations must be moved onto that laptop prior to the start of the session. This will

be done on the morning of your session. **Please bring your presentation to the Speaker's Preparation Room prior to the day of your talk on some easily-exchangeable electronic media, such CD-ROM, USB Drive, or Flash disk (like a compact-flash card).** Loren or some other IT support person will see to it that the presentation is copied to the appropriate laptop for your technical session.

Speaker/Moderator Meeting / Collection of Presentations

Each morning during the meeting, we request that you meet with your session moderator in the Speaker Preparation Room. There are several reasons for doing so.

1. The OSW will collect all the presentations made during the meeting and create a CD all the presentations. If you have not already provided the meeting staff with a copy of your presentation, you will need to do so at that time.
2. There may be some last-minute changes to the Technical Session, such as the location of the session, the number of speakers, etc. Please use this time to make sure that you know where, when, and for how long, you will be speaking.
3. Moderators will also obtain some background information for use in introducing you.

The speaker preparation room will be available each morning from 6:30 to 8:00 AM. Please discuss and agree upon a meeting time with your session moderator, during this time period.

Format for Presentation Files

The presentations should be stored as a Powerpoint 2002 file or earlier. You can either use the Powerpoint file itself (*.ppt) or save your presentation using the Pack and Go feature available under the file menu of powerpoint. If your presentation contains video or audio clips, please either use the Pack and Go feature or supply the clips along with the PowerPoint file.

Thank you for the effort you are putting into the preparation of your presentations. We look forward to seeing you all in San Diego!