



# SIXTH INTERNATIONAL CONFERENCE ON METHODS AND APPLICATIONS OF RADIOANALYTICAL CHEMISTRY

## INSTRUCTIONS FOR PRESENTATION OF ORAL PAPERS

1. There will be an Author's Desk in the Registration Area at which you can obtain information. Check the Final Program in the Program book and any changes distributed during Registration. Last minute changes to the Program will be posted daily. Please be sure to check the time of your paper at Registration because last-minute cancellations may have resulted in some papers being moved to different time slots than announced in the Final Program.
2. Abstracts of all papers presented at the conference are included in the Program book and are arranged by LOG number.
3. For papers presented in Oral sessions, check in with the Session Chairman at least 15 minutes before the beginning of the session.
4. Both slide (35 mm only) and overhead projectors will be provided in addition to LCD projection (see below). For slides, it is the responsibility of the author to load slides into carousels before the beginning of the session (or during the coffee break) and to check with the Projectionist. Carousels will be provided for your use. If you have any special projection needs, consult your Session Chairman before the session.
5. Please prepare slides or overheads which will be legible in a large room. Nothing is more frustrating to your audience than being unable to read the material you are discussing. Please note that no facilities for making slides or overheads will be provided by the conference Although there are copying/office supply stores in Kona .
6. Unless other wise noted, each paper will be assigned a 20 minute time slot. The length of the paper should not exceed 15 minutes thus allowing 5 minutes for discussion. The 20 minute period will be **strictly enforced** to allow the conference to

keep on schedule and Session Chairmen have been instructed to adhere strictly to the program.

### **INSTRUCTIONS FOR LCD PROJECTOR PRESENTATIONS**

MARC VI presentations may be made using digital media (a conference first!!). Each conference room will have a LCD projector and a laptop computer for the presenters to use. Presenters must adhere to the following requirements:

1. Prepare the presentation for use on a **PC** in Powerpoint or Word for Windows (we expect to have Office 2000 or later edition). **Note that only PC format will be available.**
2. Use the laptop provided by the conference organizers.
3. Provide a CD labeled with the session, author, and paper number to the conference organizers on the day prior to the presentation.
4. Have a backup presentation using overheads. Because of the tight timetable and restricted time for presentation it will not be possible to investigate any problems with the LCD-laptop system during a talk. Hence if difficulties arise, you must switch to presentation by overheads. No exception to this rule!

Presenters must not expect for the conference to have facilities for preparing the CD's or printing their overheads if the LCD presentation suffers catastrophic failure.

### **INSTRUCTIONS FOR POSTER PRESENTATIONS**

1. Three Poster Sessions are scheduled on Wednesday and Thursday afternoons. Posters will be segregated in each Session into sub-sessions organized around a specific topic (see the Program). Thus posters will not be randomly located and specific instructions will be given at Registration as to where your poster is to be located. Time will be provided before each poster session to put up posters so that participants can preview posters before each session. Details will be provided at Registration. All posters must have at least one author or co-author in attendance during the scheduled time for the Poster Session.
2. Each poster will be assigned a 8 x 4 ft (2.4 x 1.2 m) poster board on which display materials can be mounted with pins or Velcro® (provided by the conference). The boards will be 2.4 m horizontal dimension and 1.2 m vertical. Prepare a title, names and affiliations of authors in large lettering to go across the top of the board. Prepare as many panels as necessary to present your work, but text should be kept to a minimum and should be easily readable from a distance of 1 to 1.5 meters. In general, diagrams, graphs, figures, photographs and concise tables are more effective means of communicating your work to your audience than text material. If possible, have a summary of your poster, or copies of the panels, available to hand out to interested colleagues.