

IGNSS 2006 GUIDELINES



Length of Presentation

Podium presentations run for 25 minutes followed by 5 minutes question time with a maximum of 20 PowerPoint slides. Chairpersons will be given instructions to keep presentations to time.

Audio Visual Information

The use of PowerPoint presentations is strongly encouraged and the following equipment will be provided in all meeting rooms:

- Data Projector
- A computer to which your presentation will be uploaded
- Screen
- A lectern with microphone and speakers' table (when appropriate)

No other equipment (eg internet connection, overhead projectors, whiteboards or VCRs) will be provided unless requested *and* agreed to by the Organising Committee.

It is *essential* that all PowerPoint presentations are e-mailed no later than **Monday 3 July 2006** to ignss@ignss.org. This will ensure that your presentation is checked, loaded into the symposium network and ready for you on arrival. Please do not bring your presentation on a laptop as switching computers between presentations unduly delays proceedings and will reduce the time available for your presentation. If you are using a Mac to create your PowerPoint presentation, please ensure you save with a ".ppt" extension and not as a "PowerPoint Package". We also request that you bring an additional copy of your presentation with you on disk, CD or a USB memory stick as an added precaution.

Paper

All presenters are to submit their paper by e-mail to ignss@ignss.org by no later than **Monday 12 June 2006**. Papers received after this date will not be included in the review process. The paper template can be found on the IGNSS website at www.ignss.org under the speakers' area.

Session Chairperson

You will receive the name of your session's chairperson at the symposium. Please meet the chairperson in your meeting room during the last 15 minutes of the break prior to your session.

Symposium Support

If you have any queries, please email Allison Bertoni, Event Manager, at ignss@ignss.org.

Important Dates

31 May 2006	Registration Form and Payment
12 June 2006	Full Paper to be e-mailed to IGNSS Society
3 July 2006	PowerPoint presentations required

Tips for creating a successful PowerPoint presentation

Consider using the "six by six" rule – limit each slide to six lines with no more than six words each line

Avoid using UPPER CASE letters as they are difficult to read

Be careful using transitions if you have photographic or other bitmapped images as they may slow down the presentation

Try to use a dark background with light-coloured text