



**International Union of Geodesy and Geophysics
IAPSO/IASPEI/IAVCEI
Joint Tsunami Commission**

Committee of the 27th International Tsunami Symposium
Directorate for Coastal and Small Islands Utilizations, Mina Bahari III Bld. 8th floor,
Ministry of Marine Affairs and Fisheries, Jl. Medan Merdeka Timur No. 16 Jakarta. 10110. Email: committee@itsbali2017.com



Upload Your Presentation

The deadline to upload your presentation online prior to arriving in Bali is **11:00 PM WIB 19 August 2017**. A link to upload your presentation materials will be available from July 1st until Aug 19th 2017.

You can also submit your presentation material at the **registration desk before 20 August 16:00 PM** using one of the formats listed below:

PowerPoint 2016 or earlier version

Keynote

Preferred video format: .wmv or .mp4

Acceptable video formats (may require conversion, please allow extra time) .mov, .avi, .mpg, .mp4, .wmv

PDF Reader: Adobe Acrobat

If you cannot manage to upload your presentation on the above times, you can bring your presentation material in a USB to the session room and make your presentation from USB by using the laptop available at the session room. There will be no allocated time to synchronize your presentation material with the laptop at the session room. Any problems arise during your presentation will be your own responsibility.

Please note that Internet Access is not provided on the presentation computers in the Oral Session meeting rooms and all presentation content must run from the local machine

Good Definition Projection in all session rooms

ITS committee will be providing computer systems and projectors that display at 1920×1080 resolution. This high definition display will enhance the quality of your presentation by providing a bright and clear display of your presentation in the session room.

Audiovisual Equipment

Each session room is equipped with a Presentation Windows PC and a Mac. A switcher is provided to allow display of either machine to the audience. A local monitor is provided and will mirror what the audience sees. A computer audio connection to the house sound system is provided for audio playback from either presentation system.

Presentation Tips

Be considerate of other speakers and the audience by staying within your allotted time. The individual presentation time is 15 minutes **includes** 2 minutes quick discussion and a minute changeover to the next speaker. Session chairs will hold you to the allotted time, which is essential to ensure adequate time for questions and discussion.

Please discuss the material as reported in your submitted abstract.



**International Union of Geodesy and Geophysics
IAPSO/IASPEI/IAVCEI
Joint Tsunami Commission**

Committee of the 27th International Tsunami Symposium

Directorate for Coastal and Small Islands Utilizations, Mina Bahari III Bld. 8th floor,
Ministry of Marine Affairs and Fisheries, Jl. Medan Merdeka Timur No. 16 Jakarta. 10110. Email: committee@itsbali2017.com



Prepare your presentation in advance so that your ideas are logically organized and your points are clear.

Take time to rehearse your presentation. If your presentation runs longer than the allotted time, eliminate the least essential material and rehearse again.

Give an opening statement to acquaint the audience with the nature and purpose of the study. Speak slowly and clearly. Word choice should be simple: use active words and short sentences.

Use the microphone and speak toward the audience. Note: when the microphone is clipped to your lapel, it is difficult for the audience to hear if you turn your head away, so please have copies of your presentation at the podium.

Important Reminder:

Personal laptops **CANNOT** be used in meeting rooms while giving your oral presentation.

The committee guarantees the privacy of your ppt file and the related materials.