



# 9<sup>th</sup> مؤتمر ومعرض البحار العربية OFFSHORE ARABIA CONFERENCE & EXHIBITION

**28<sup>th</sup> February – 1<sup>st</sup> March 2018**

Sheikh Rashid Hall F and C, Dubai International Convention & Exhibition Centre, United Arab Emirates

## **Presentation Instructions**

Please observe the following main items:

1. Papers are allotted a maximum of 20 minutes for presentation. A presenter should design the formal presentation for a maximum of 20 minutes and 5 minutes for questions and answers. The chairman of the session has specific instructions to stop a speaker if the 20 minutes are exceeded. We strongly suggest that you do a number of dry runs prior to your actual presentation.
2. The presentation shall be in English.
3. The preferred type of presentation medium is Microsoft PowerPoint. Save the PowerPoint viewer with your presentation on disks.
4. An authors' preparation room will be provided. Use the room to check your presentation, do a dry run
5. Commercial advertising is forbidden in the content and slides of your presentation. A company logo can be shown on the first introductory slide only.
6. Please make sure that (1) the slides are not crowded with text and details, (2) can be clearly read from a distance of about 50 feet when projected, and (3) the quality of the graphs and photo images are excellent. For the above specified maximum distance, letters that are 2 inches high and ¼ of an inch thick are usually viewed comfortably. The best way to test your slides for readability is to find a very large room, project the slides and then see if you can read them from the back of the room.
7. You must: (1) E-mail or send (CD) by courier to us a COPY of your finished slides no later than **January 25, 2018** for our review, and (2) indicate to us the type of presentation medium you are planning to use. You can assume that the draft is acceptable unless we contact you with a specific feedback. You are responsible for bringing your presentation materials to the conference. DO NOT SEND US THE SET YOU INTEND TO USE FOR PRESENTATION.

We look forward to receiving your presentation drafts.