

# SMART RIVERS 2019 - GUIDELINES FOR PRESENTERS

**CONTACT** : If you have any question please send an email to : [aipcn-france.dtecemf@cerema.fr](mailto:aipcn-france.dtecemf@cerema.fr)

**One week before the conference (22th september)** every presenter must have already registered to the conference

**Before 5th september**, every author is kindly requested to **upload online** :

- his paper for reviewing (june) or in some cases for second reviewing (july)
- his final paper respecting template (if there are any differences with the reviewed and accepted paper)
- his presentation respecting template for first slide before
- a short **English CV** (5 or 10 lines ; picture not requested) for the session chairperson before.

**Between 5th september an 25th september**

- The session chairman and the authors are invited to exchange about the presentations.
- Session chairman might suggest some modifications if relevant (eg. To ensure timekeeping of the presentations, to improve clarity of slides for the audience...).
- Discussion topics may be agreed upon during this preparation phase.
- Final slides presentation are to be sent by authors to the website of the conference before 25 th sept.

The presentations and papers will be available on PIANC Smart Rivers website after the closing of the conference.

## **Session time organisation**

The normal session time is 1h30, 90 mn (4 papers)

The initial presentation of chairman and session is 1 or 2mn, and the conclusion 1mn

That means around 21 mn for each paper slot, including

- the introduction and presentation of author by chaiperson (1 mn)
- the presentation itself (speaking time allowed to the presenter) : **15 mn**
- questions (around **5 mn**)

A small number of sessions are 105 mn long and have 5 papers. In this case the slot time is 20 mn, the presentation 15 mn and questions 4 mn

## **Requirements and tips on material preparation oral presentation and PPT**

- The presenter has to respect the allowed times : 15 mn for presentation and 5 mn for questions
- speech language : English ( French is possible in room n°1 where there is translation)
- Oral presentation should include :
  - the objectives of the paper
  - development of major points
  - conclusion, recommendations/considerations for future works/implementation..
- the powerpoint presentation must respect :
  - English or French with English translation of the main clauses.
  - first slide : paper title, author(s) name and affiliation (see specific template)
  - no more than around 25 Mo
- Useful tips :
  - limit presentation to the contents of paper.
  - When preparing with the session chairperson, think how to adapt the speech to the audience (technically oriented, policy oriented...)
  - the PPT presentation should have a reasonable number of slides (around 20), clear presentations ; limited number of lines and words, readable characters ,visible pictures, simple background...

# SMART RIVERS 2019 - GUIDELINES FOR SESSIONS CHAIRPERSONS

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## **Before the conference**

The chairman (or moderator) receives the presentations and final papers, and the CV from the authors.

He /she gets in touch with the authors to prepare the session :

- a short introduction of the session and of each author
- improvements and suggestions for the slides, mainly if there are understanding or length issues
- some relevant questions about each presentation, in case the audience is passive
- a short general conclusion

## **During the conference**

The chairman tries to meet physically with the speakers before the session starts.

## **During the session**

The general format is a serie of 4 presentations with questions after each presentation, but if all the presenters agree, the questions may be asked in a general panel discussion during the last 15 minutes of the session.

The chairperson is present at least 5 mn before the beginning of the session.

She/ he will do :

- a short introduction of himself/herself
- introduction of the session
- a short presentation of each author X 4
- a conclusion of session
- to give the floor during questions

## **Time respect**

The normal session time is 90 mn (4 papers)

The initial presentation of chairman and session is 1 or 2mn, and the conclusion 1mn

That means around 21 mn for each paper slot, including

- the introduction and presentation of author by chaiperson (1 mn)
- the presentation itself (speaking time allowed to the presenter) : **15 mn**
- questions (around **5 mn**)

The chairman is responsible of time respect and that all speakers receive their allotted time (15 mn) and there is enough time (4 or 5 mn) left for questions of the audience, and to finish on time.

Usually the chairperson alerts authors 2/3 mn before the end of the available time, and when time is over, requests the author to skip the remaining slides and to go directly to the conclusion slide.

## **After the session**

The chairman has to send a written short report (say 10 lines or more) about the most interesting points (best practices, innovation, outlook, lessons learnt, technical evolutions, emerging subjects, points raised by the audience...).

This will be used for the summary of the conference.