OCEAN SCIENCES
MEETING | 16–21 FEBRUARY 2020
SAN DIEGO, CA, USA

Ocean Sciences Meeting
Oral Presenter Training

OSM would like to assure that all meeting participants feel safe, welcomed, and included, and that our meeting promotes and helps reflect diversity, inclusion, and excellence in science. Session moderators will ensure that all speakers are treated equally and have their fully allotted time.

Prior to your session,

Check the online program for any changes or updates.

Refer to the AGU Ethics and Equity Center for resources and guidance.

- Each oral session room is equipped with computer projection equipment.

- Speakers cannot connect laptops to the computer projectors in the meeting rooms.

- All speakers must load their presentation in advance in the Speaker Ready Room.
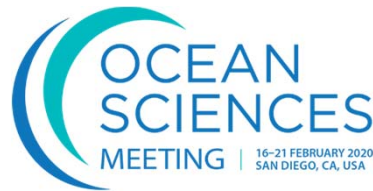
It is very important that presenters do not exceed the allotted time. The session **must** stay on schedule so that individuals who are presenting a paper or individuals who wish to hear a specific talk may do so at the time indicated in the program.

Please note that moderators may interrupt presenters in order to ask them to speak more audibly, slowly, or clearly; to face the audience; to briefly explain the message of an illegible slide; or to address any inappropriate content or behavior.

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If there is a Q&A session, it is the moderator's duty (not the speaker's) to conduct the discussion by recognizing participants on the floor.

- To maintain the schedule, it may be necessary to defer lengthy discussions to the end of the session or to suggest that the discussion be continued in private, once the session has ended.

- Due to safety regulations, attendees **may not** sit in the aisles. Please encourage attendees entering the session to move to the center of the room to make space for late arrivals. This will allow for the maximum number of attendees at the session.

OSM has updated its photography and social media guidelines. Photos are allowed for personal use in all settings, including scientific sessions, unless the presenter indicates otherwise.

Presenters can do this by displaying a digital "No Photos" image on their slides or poster. This image is available for download on the Ocean Sciences Meeting website.

This information is displayed throughout the presenter guidelines.

NO PHOTOS

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All speakers are required to check into the Speaker Ready Room at least **24 hours** before their presentation, even if they have uploaded their presentation online.

Speaker Ready Room Locations and Hours

Location: 16A, Mezzanine (Sunday-Friday)

Hours:

Sunday: 3:30 P.M. - 7:00 P.M.

Monday - Thursday: 7:00 A.M. - 6:00 P.M.

Friday: 7:00 A.M. - 4:00 P.M.

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Audiovisual and 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. (Presenter View is not supported).

PC Configuration	Mac Configuration
• Processor: a minimum Core i7 2.93 GHz • 8 GB RAM • 1920 x 1080 at 24 bit color depth (16:9 High Definition) • Microsoft Windows 10 Professional (fully updated) • Microsoft Office 2016 Professional (fully updated) • Windows Media Player (Version 12) • Flash Player (Latest Version) • Adobe Acrobat Reader (Latest Version)	• Processor: a minimum Core i7 2.3 GHz • 8 GB RAM • 1920 x 1080 at 24 bit color depth (16:9 High Definition) • Mac OS 10.13.x High Sierra – released October 2017 • Microsoft Office 2016 for Mac (fully updated) • Apple Keynote 8.2 or later (fully updated) • Flash Player (Latest Version) • Preview for PDF Viewing

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Audiovisual and Equipment

- When you check in to the Speaker Ready Room, you will confirm whether you will be presenting from the **Mac** or the **PC** in the session room. The presentation will only be loaded onto one of the two presentation machines in the session room.

- You can review your presentation on a preview station to ensure that everything runs properly. The configuration of the preview stations exactly match the presentation machines in the session rooms.
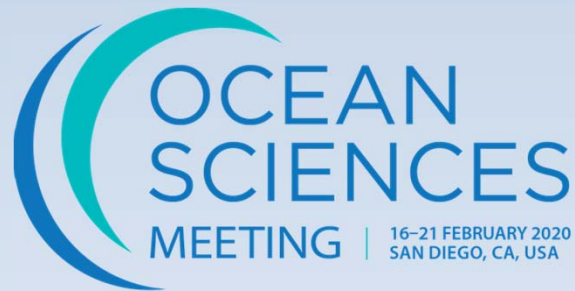
Audiovisual and Equipment

- Session Moderators will introduce each presenter and open the presentation on the monitor.

- Each presentation computer has an attached local computer monitor which is proximate to the podium for the presenter to see while you are presenting.

- This monitor will show exactly what the audience sees and there is no accommodation for "Presenter View." Because you will not be able to view notes on this screen, please make sure to bring a printed copy of any notes that you require for your presentation.

- Each session room has a laser pointer which can be used by the presenter to highlight specific items on their slides.

Once you have checked in at the Speaker Ready Room, you are ready for your presentation.

If you are not able to attend the full session, please make sure to show up to your session room **at least** ten minutes before your allotted presentation time!