

IMCC4 Presenter Information

All presenters and session organizers at IMCC4 were required to [register](#) and pay the registration fees by **8 May 2016**, unless other arrangements have been made with the conference chairs, to be included in the final program and present at the congress. (Presenters who submitted abstracts to the [Call for Late-Breaking Abstracts](#) must register by 30 June 2016.) *The following presenter information is subject to change at this time.*

The [IMCC4 general session schedule pdf](#) shows the times for specific sessions of the IMCC4 Scientific Program. It starts with the main scientific program, 30 July - 3 August, then OceansOnline, and pre- and post-conference workshops, focus groups, and short courses. (You will need to zoom in to read session names.) The floor plan for the conference center is available [here](#).

The full schedule of abstracts can be viewed in the [IMCC4 Online Program](#).

How to Upload Your Talk

The following saving and uploading directions are for spoken presentations in contributed sessions, speed sessions, and symposia.

How to save your talk

The conference will be using the **standard 4:3 format** for Microsoft PowerPoint slides. All presentations must be saved in this format. Presentation **file names must include the day of your presentation, session ID, and your surname**, as illustrated in the following examples:

31JUL_SY6_Oester

2AUG_C19_Favaro

Please note: If you are presenting for someone else, please save the file under the name of the presenter who is listed in the online schedule and notify the moderator before the session starts that you will be making the presentation.

How to upload your talk

All talks must be uploaded in advance of the congress or at least one day in advance of when the talk is scheduled in the Speaker Ready Room (Fortuna Bay Room). We strongly

recommend that presenters try to upload their talk before arriving at the congress to avoid possible long wait times.

A technician will be available for assistance in the Speaker Ready Room (Fortuna Bay Room). The room will be open during the following hours:

- Saturday (30 July): 9:30am-5pm
- Sunday (31 July) – Wednesday (3 August): 7:30am – 5pm
- Thursday (4 August, to help with any issues): 7:30am-12:30pm

To upload in advance of the Congress

You will need to access the FTP site of the AV company. To do this, you will need one of the following:

- **Internet Explorer web browser**
 - *For older versions of IE, you may get the message "To view this FTP site in File Explorer: press Alt, click View, and then click Open FTP Site in File Explorer." What this means is you have to access this directory using Windows Explorer.*
 - *In the newer versions of IE you may have to click on "Page" top right and then click on "Open FTP Site in File Explorer." This will open a windows folder that will allow you to drag and drop the file into the correct folder. You will have to input the password details again.*
- **Firefox web browser with a FTP client extension add-on (e.g., FireFTP)**
- **Chrome web browser with the FTP client app add-on (e.g., sFTP)**
- **FTP client (e.g., FileZilla, a free FTP client for all platforms: <https://filezilla-project.org/download.php?type=client>)**

To access the FTP site:

- **Hostname:** eastern.selfip.net
- **Username:** easternguest
- **Password** (case-sensitive): E@2011/F
- Double-click on the folder **IMCC2016**
- **Upload your presentation. Please see above for instructions on how to name your presentation. You must follow these instructions or your presentation might not be transferred to the correct session.**

If you choose to upload your talk via the ftp site, **please check-in at the Speaker Ready Room one day before your presentation to confirm that your talk has been received and that it opens correctly.** This is especially important for presentations with video/audio clips and for presentations converted from a Mac.

To upload your talk at the Congress

All presentations must be uploaded in the Speaker Ready Room (Fortuna Bay Room) **one day in advance of your scheduled talk** (i.e. before the day of your talk, not the day of your talk). No individual talks will be uploaded by presenters in the session rooms. Please bring your presentation to the Speaker Ready Room during the hours of operation (see above) **saved onto a thumb drive.** A technician will be there to assist you, if needed. To ensure that your presentation gets uploaded to the correct session, please save your presentation as instructed above.

SYMPOSIUM PRESENTATIONS

Symposia presentation rooms will be equipped with a computer and a data projector.

Symposium talks must be either 15 minutes or 30 minutes in length, depending on the length assigned by the symposium organizers. This time limit will be strictly enforced by session organizers to keep sessions in synchrony. Symposia will include discussion periods at the end according to the schedule for each session.

ORAL PRESENTATIONS

Contributed session presentation rooms will be equipped with a computer and a data projector.

Full-length contributed oral presentations are limited to 15 minutes, which should comprise **12 minutes for actual presenting** and 3 minutes for questions. This time limit will be strictly enforced by session moderators to keep concurrent sessions in synchrony.

At the end of each contributed session at IMCC4, 15 minutes are given for presenters to go into the audience and meet delegates and answer questions one-on-one. Presenters are expected to stay in the room to speak to delegates during this time. The moderator will announce the 15-minute meet-and-greet is beginning at the end of the last talk in the session. Moderators will also announce when the session is officially over.

SPEED PRESENTATIONS

The speed presentation rooms will be equipped with a computer and a data projector.

Presenters will present their work as a **4-minute** speed talk during the speed sessions. *Please note: each speed talk is allotted 5-minutes to allow for transition to the next speaker, but speakers will only have 4 minutes to present.*

During the speed talk, present key ideas and results, utilizing the full 4 minutes. There will be no time for discussion during your talk. Time will be set aside during each session for one-on-one discussions with delegates at the end of each speed session. The 4-minute time limit will be strictly observed.

After all the speed session presenters have given their talks, there will be 15 minutes at the end of each speed session for audience members to speak to them. Speakers should distribute themselves throughout the room and are expected to remain in the room until the session ends. The moderator will announce the 15-minute meet-and-greet is beginning at the end of the last talk in the session. Moderators will also announce when the session is officially over.

POSTER PRESENTATIONS

There will be a dedicated **poster session and reception on Sunday, 31 July 2016, from 5:30pm to 7:30pm** at the St. John's Convention Centre. Presenting authors are required to remain at their poster during the session.

All posters *must be put up between 10:30am and 3pm on 31 July and must be taken down by 8pm on 31 July.* Any posters that remain up after 8pm on 31 July will have to be removed and discarded.

Poster Layout: Please note that your **poster must be limited to 43 inches (110 cm) wide and 45 inches (114 cm) tall** in order to fit on the poster board. Posters will be assigned a number that will correspond to the appropriate board. Two posters will share one side of the poster board, so please obey the size limitations. *Poster presenters who print posters larger than the maximum size will not be allowed to have their poster overlap another presenter's poster.*

The preferred method of creating a poster is using design or presentation software such as Microsoft PowerPoint or Adobe Pagemaker. These programs allow you to lay out the entire poster, including text and graphics, in a single file and then print it using a large, color printer. **(Please note that all posters must be printed and paid for by the presenter; we will not be able to print posters for you. An option for convenient printing in St. John's is described below in the [Printing Posters](#) section.)**

Posters should be easy to understand and be readable from 3-4 feet (1-1.5m) away. The title should be printed across the top of the poster in characters of at least 84 pt. Author(s) and affiliation(s) should be at least 42 pt. Subheadings should be at least 30 pt, and all text, including figures and tables, should be no smaller than 24 pt.

For more detailed suggestions on how to design an effective poster, please go to [SCB's page on designing posters](#). Another good resource on designing posters is the [NCSU site on poster presentations](#).

Drinks and vegan and vegetarian hors d'oeuvres will be available during the poster reception. The poster reception will also feature Newfoundland artists and artisans showcasing their creations, doing demonstrations, and selling items. Dessert trays will be available at the SCB Marine Chapters table, as well as information on forming a Marine Chapter in your local area. For more information on the poster reception, please visit the [Special Events](#) page.

Focus Groups

Focus group rooms will be equipped with a computer and a data projector.

Focus group are not required to upload a presentation to use during the discussion. Focus group organizers may use any visuals they choose, or none at all. If focus group organizers would like to use slides during the focus group, you may bring them on a personal USB flash drive to use in the room or upload slides according to the presentation upload instructions above.

Focus groups are meant for discussion, collaboration, brainstorming, etc. Focus groups are not meant to consist of a series of presentations.

Panel Discussions

Panel discussion rooms will be equipped with a computer and a data projector.

Panel discussions are not required to upload a presentation to use during the discussion. Panel discussion organizers may use any visuals they choose, or none at all. If panel discussion organizers would like to use slides as visuals during the discussion, you may bring them on a personal USB flash drive to use in the room or upload slides according to the presentation upload instructions above.

Panel discussions are meant for discussion among panel members and between panel members and the audience. Panel discussions may begin with a series of brief presentations by panel members to introduce topics, issues, and each member. Panel discussions are not meant to consist of a series of full-length presentations.

OceansOnline Facilitated Discussions

OceansOnline facilitated discussion rooms will be equipped with a computer and a data projector.

Discussion leaders are not required to upload a presentation to use during the discussion. Discussion leaders may use any visuals they choose, or none at all. If OceansOnline facilitated discussion leaders would like to use slides during the discussion, you may bring them on a personal USB flash drive to use in the room or upload slides according to the presentation upload instructions above.

Facilitated discussion are meant for open discussion, introduced, moderated, and led by the discussion leaders. Facilitated discussions are not meant to consist of a series of presentations.

OceansOnline Online Tools Presentations

The OceansOnline online tools presentation room will be equipped with a computer and a data projector.

OceansOnline online tools presentations are limited to 15 minutes, and presenters may use the full 15 minutes for presentations. Multiple presenters may be on stage and take part in each online tools presentation, but the 15-minute time limit will still be strictly enforced by OceansOnline organizers.

Please follow instructions listed above for uploading a talk.

Printing Posters

If you cannot print your poster before the event, MPS Printing services will provide an onsite booth at the Delta during conference registration on July 30th, from 10:30am – 12:30pm.

The booth will be setup to take poster files, pick up pre-ordered posters, and take payment for posters. The cost of on-site printing and delivery service will be \$28.18 CAD (taxes are included

in this price) for the maximum size allowed by IMCC4. Payment Methods: cash (Canadian dollars), Visa, MasterCard, Interact Debit.

Before submitting your poster for printing, please make sure that it conforms to the IMCC poster guidelines as detailed on above in the [Poster Presentations](#) section. Posters can be no larger than 43 inches (110 cm) wide and 45 inches (114 cm) tall.

HOW TO SUBMIT BEFORE YOU ARRIVE:

You are welcome to submit your posters before you arrive to the conference, and it will be ready for you to pick up at the print services booth during the poster booth hours.

In order to submit your poster file early, please send an email to design@mpscopycenter.ca with the subject title "Poster for IMCC4 registration booth pickup."

If the file is bigger than 15MB, please use the free service at www.wetransfer.com to send the file. In the "friend's email" box, put indesign@mpscopycenter.ca. Enter your email address in the second box and use the "Poster for IMCC4 registration booth pickup" for the subject line.

In emails, please note your name and the title of your poster so that the printer may label your poster for quick identification at pick up.

Posters submitted early will be printed for you and stored at the printing services booth 10:30am – 12:30pm in the main hall of the Delta on July 31. You may pay for your poster in advance over the phone using Visa or MasterCard at 1-709-739-5064, or you may pay for the poster at the booth upon arrival. For phone calls, please note that MPS copy center is open from 09:00 – 17:00 Newfoundland time, Monday – Friday.

If you suspect you will not be able to get to the printing services booth during its hours of operation (10:30am – 12:30pm on July 30th), please call and pay for your poster in advance, and we will arrange storage of your poster.

HOW TO SUBMIT WHEN YOU ARRIVE:

To submit your poster file on July 31, please bring it with you on a USB flash drive for submission to the printing services representatives. They will download your information, and you will be required to fill out a form with your name and the title of your poster. The posters will be printed later that day and returned to the Delta. Posters submitted onsite will be available to pickup from the registration desk in the morning on Sunday July 31st. Poster presenters need to hang their posters in the convention centre (offsite) between 10:30am and 3pm on July 31. Do

not wait until after 3pm on July 31 to pick up and hang your poster. The poster session officially begins at 17:30 on July 31.