

# Guidelines for Oral Presenters

## Coastal GeoTools 2009

Myrtle Beach, South Carolina • March 2 to 5, 2009

Thank you for agreeing to present at the Coastal GeoTools 2009 conference, to be held March 2 to 5, 2009, in Myrtle Beach, South Carolina. Your presentation is very important in helping to showcase the latest and most effective technologies for our audience of coastal resource management professionals.

Below are guidelines on format and content for oral presentations. These guidelines will help ensure that presentations are prepared for the proper audience and are consistent with the objectives of the conference. Please e-mail *Geo.Tools@noaa.gov* if you have additional questions.

### Audience

Our audience is varied and includes coastal resource managers, geographic information system (GIS) managers and technicians, researchers, and industry representatives. When developing your presentation, please keep in mind that attendees might be beginner- to intermediate-level users of spatial technology. Although there will be many experienced users at the conference, a significant portion of the audience may consist of new or potential users, or managers who might be unfamiliar with the strengths and limitations of these tools. Please try to tailor your presentation to accommodate all levels of expertise.

### Conference Objectives

Below are the stated objectives of the Coastal GeoTools 2009 conference. As you are preparing your presentation, please emphasize the significance of your work as it relates to these objectives:

1. Participants learn about emerging tools and techniques and their benefits and applicability.
2. Participants learn about the resources that are available to them, including training, data, and technology.
3. Participants share best practices in the areas of geospatial data access, interoperability standards, and application development.
4. The conference provides a forum to encourage the development of public and private partnerships that use geospatial technologies.

### Oral Presentations

All oral presentations are scheduled for Tuesday through Thursday, March 3 to 5, 2009. An agenda will be available in January on the Coastal GeoTools website listing your presentation date and time. Talks are limited to **20 minutes** (maximum), with an additional 5-minute question-and-answer period at the end. We limit all presentations to this 25-minute maximum so that breakout sessions can be synchronized, allowing participants to move between sessions.

As you are preparing your presentation, try to utilize communication and illustration devices that effectively explain your topic within the allotted time. Our session moderators will keep careful track of time; please practice your presentation so moderators will not need to interrupt you in order to keep the session on schedule.

Session moderators will use the biographies provided by the speakers to make introductions to the audience. Moderators will most likely make contact with each speaker before the conference to coordinate the session.

Windows-based laptops and projectors will be provided in each of the concurrent session rooms. We recommend that you bring your presentation in a Windows-compatible format on a portable USB flash drive or a CD-ROM. Please note that there will be wireless Internet connectivity in the session rooms.

A room will be available during the conference that is pre-staged with audio-visual equipment to allow you to practice your presentation and test equipment connectivity and performance prior to your session. The specific location of this room will be provided in the conference materials.

## **Handouts**

Conference materials distributed by the National Oceanic and Atmospheric Administration (NOAA) Coastal Services Center during registration will not include materials for individual presentations. Please note that it is **your** responsibility to reproduce your presentation handouts or other materials for distribution to attendees (either before session start or during your presentation). You might want to consider using one of the local copy shops. A list of businesses is provided below for your consideration.

The Printing Port, North  
4021 Highway 17 South  
North Myrtle Beach, SC 29582  
(843) 272-1010

FedEx Kinko's  
1170 Seaboard Street  
Myrtle Beach, SC 29577  
(843) 626-5592

American Speedy Printing  
1306 N. Oak Street  
Myrtle Beach, SC 29577  
(843) 448-1065