

The 7th Asian Fisheries Forum, Penang, Malaysia

Guidelines for Oral and Poster Presenters

On arrival and after registration, please proceed to the oral presenter's preparation and audio-visual testing room (Enggang Room). If you are presenting a poster, please proceed to the foyer of the Matahari Ballroom.

Oral Presentations

- To maintain a high quality of presentations, all oral presenters are strongly encouraged to use PowerPoint presentations. If you must use slides, please inform the Secretariat at least 24 hours in advance so that a slide projector can be prepared for you. The use of overhead transparencies is strongly discouraged.
- Oral presenters are required to pre-test their presentation at the testing room. After you are satisfied with the final product, please pass the 3.5" floppy disk, CD-R (do not use re-writable ones, CD-RW) or USB drive to the technical personnel in charge who will be based in the testing room for the conference duration. All presentation files must be handed in 24 hours before your slotted presentation time. Presenters will not be allowed to use their own computers during the scientific sessions.
- If possible, do not include video clips, sound effects or complicated moving images as they can slow down the presentation, may be distracting, the software used be incompatible and risk a computer crash.
- Each speaker in the general sessions is allocated a time of 15 minutes and an extra 5 minutes for question time (allocated time may be more in certain Special Symposia – please check with the respective Convenor). It is essential that you adhere strictly to your time allocation. Your session chairperson will use a timing device to remind you that your presentation should conclude.
- Familiarize yourself with the venue and know the location of the room where you will be presenting before your presentation.

Poster Presentations

- If you are presenting a poster, upon arrival, please check in at the Poster Desk at the registration area where you will be given a number that corresponds to a numbered poster board located in the Matahari Ballroom. Poster boards are numbered and grouped together based on specific themes; so please do not move the numbers or poster boards.
- An area of 3 feet wide and 4 feet high has been allocated for each poster. If you are planning to bring a “one-piece” large poster, please make sure it is of portrait orientation that will fit the allocated space.
- You can start hanging your poster in the designated area starting 9 pm on Monday, November 29, and all posters should preferably be set-up by 9 am on Tuesday, November 30, before the Opening Ceremony. Poster pins will be provided at the Matahari Ballroom to mount your posters but please feel free to bring your own mounting materials.
- Posters should include a title, names of authors and their affiliations, short abstract, introduction, materials and methods, results (including tables and figures), brief discussion, conclusions and acknowledgements (if needed). The poster is a visual display and should be given careful design, organization and flow of information.