

Instructions for conference participants

Oral presentations

Oral presentations should last **15 minutes**, followed by 5 minutes for questions from the audience.

We kindly ask you to look at the Conference programme to check date and time of the session in which you are presenting.

You are requested to bring your final PPT or PDF presentation file on a USB stick at the conference.

Please also set your PPT layout in “landscape” mode for better display on the screen. More information on technical arrangements will be circulated during the conference.

Ignite Talks

Ignite talks are oral presentations lasting **5 minutes** each, where slides are shown in “movie” mode, and change automatically to an imposed total duration of 5 minutes. The most common format includes 20 slides self-advancing every 15 seconds, but you are free to reduce the number of slides or the total duration of the presentation.

If you use MS PowerPoint, you will find in the "Transitions" menu an "Advance slide" option, which you should set to 15 seconds (in case of 20 slides).

Please send your Ignite talk presentation to the email address huangzhj5@mail2.sysu.edu.cn by Thursday 6th June at the latest

Marketplace

The GFP marketplace is a place for participants to show their latest interactive tool, research achievement or flood product. Attending participants will split in groups of similar size and visit each place or “booth” and interact with its presenters. Each session in the marketplace lasts for around 10-15 minutes, after which the people attending should switch to another booth. The facilitator presents his topic by various means and then discusses and collects ideas from the people attending her/his booth each time.

Tables and electric sockets will be provided to each booth presenters. In case you are a Marketplace presenter and need additional equipment (e.g., PC, monitors, flipcharts, whiteboards, etc.) please contact us at the email address huangzhj5@mail2.sysu.edu.cn.

Poster presentations

Participants are requested to hang their posters in the morning of the 1st day or at their earliest convenience.

Poster frame supports are 31.50”(Width) X 39.37”(Height) (80 x 100 cm) in size (portrait orientation)

The local host provides free poster print service in Guangzhou to ease your travel. Please send your poster presentation according to the size requirement defined above, in ppt or pdf format , to pkuwangy@pku.edu.cn. A confirmation email will be sent to you once we receive your poster file. Otherwise, we'll assume you bring the poster by yourself.

On **11 June at 12:20** at the Poster Ignite Session, poster presenters will have the chance to give a 1-minute presentation to advertise their poster(s) to the other participants.

参会者须知

口头报告

口头报告应持续 15 分钟，然后是 5 分钟的观众提问时间。

温馨提醒您查看会议日程，以核对您所作报告的会议日期和时间。

请您将最终 PPT 或 PDF 演示文件放置在 U 盘，并携带 U 盘至会议上。

请将您的 PPT 设置为“Landscape”模式，以适用于会场的宽屏显示。

会议期间将散发更多关于技术安排的资料。

激情报告 (Ignite Talk)

快速激情演讲是一种口头演讲形式，每位演讲者只有 5 分钟时间，其中幻灯片以“影片”模式显示，并自动切换到规定的总时长 5 分钟。最常见的格式包括每 15 秒自动推进 20 张幻灯片，也就是幻灯片每 15 秒自动翻页一次，时间一到即停止演讲。但演讲者可以自由地减少幻灯片的数量或演示的总时长。

如果您使用 MS PowerPoint，您会在“转换”菜单中发现“预演幻灯片”选项，你应该把它设

置为 15 秒（20 张幻灯片的情况下）。

请您于 6 月 6 日（星期四）之前将快速激情演讲的演示文稿发送到

huangzhj5@mail2.sysu.edu.cn.

GFP 市场

GFP 是参会者展示他们最新的交互工具、研究成果或洪水产品的地方。参与者将分成大小相仿的小组，参观每个地方或“展台”，并与展示者互动。每一次展示大约持续 10-15 分钟，之后参加的人应该换到另一个摊位。主持人通过不同的方式展示他的主题，然后从参加她/他的展位的人那里讨论并收集想法。

每个展台的展示人员都将配备桌子和插座。如果您是一名市场演示者，额外需要其他设备(如个人电脑、显示器、写字板纸、白板等)。请通过电子邮件与我们联系，电子邮件地址为

huangzhj5@mail2.sysu.edu.cn.

海报展示

参与者须于第一天上午或在方便时尽早悬挂海报。

海报框支架尺寸为 31.50 英寸（宽）x39.37 英寸（高），（80 厘米 X 100 厘米），且海报为 jpg 格式，至少 8M。

会议主办单位将提供免费的海报打印服务，方便您的出行。请将您的海报展示按上述尺寸要求，以 PPT 或 PDF 格式发送至 pkuwangy@pku.edu.cn。我们收到您的海报文件后，将立即发送一封确认邮件给您，如果您没有收到确认邮件，请联系会务组。否则，我们就默认您亲自携带海报。

在 6 月 11 日 12 时 20 分的海报快速激情展示环节，海报展示者将有机会向其他参加者作 1 分钟的介绍，宣传他们的海报。