OMAE 2017 PRESENTATION GUIDELINES

This page contains important information for Presenting Authors and Session Chairs at OMAE 2017. If you are presenting at the conference please read this page carefully for updates on audiovisual equipment, presenter introductions, and length of presentations.

ALL PRESENTING AUTHORS
Please plan your presentation within the guidelines outlined below with respect to length of presentation and the use of available audio-visual equipment. This will help you and the Session Chairs prepare for your presentation at OMAE 2017.

YOUR BIOGRAPHY
If your biography is incomplete or requires updating please visit the OMAE 2017 website to update it prior to **Friday, June 17th**. Login and click on "Update" under Options beside your paper number and update the content in the Biography field.

PRESENTATION DATE AND TIME
To determine the date and time of your presentation please visit the OMAE 2017 website and review the sessions tab on the Program Page. Presentation rooms will be listed in the OMAE 2017 Onsite Program which is available for download from the website: OMAE 2017 Final Program. You will also receive a printed copy on-site at the Conference.

ALLOCATED TIME FOR PRESENTATIONS
Each presenter has a total of 20 minutes (approximately 15 minutes for presentation and 5 minutes for questions/comments to include presenter introduction) for their presentation. The length of presentations will be strictly monitored by the Session Chairs.

ORDER OF PRESENTATIONS
An updated daily program handout will be available at the Registration Desk the mornings of Tuesday, Wednesday and Thursday. The update will contain the final order of presentations for each session for that day. The handout will incorporate any last minute program changes and show the time-synchronized order of presentations in each session for that day. If a Presenting Author has not retrieved their registration package by 5pm on the day prior to their presentation, the presentation will be moved to the last presentation of that session.

If an author is not available to present a paper, the next paper in the session will be presented. Authors are asked to be in the session room for the entire session, and to be ready to present at anytime.

PRESENTATION FORMAT and AUDIO-VISUAL EQUIPMENT
Sessions at OMAE 2017 are being held at the "Clarion Hotel and Congress" and the BI Norwegian Business School. To find out which building your sessions takes place in, please check the OMAE 2017 Final Program.

Clarion Hotel and Congress

For sessions taking place at the Clarion Hotel and Congress, OMAE will provide a data projector, screen and computer loaded with the English version of Microsoft PowerPoint 2016, Adobe Acrobat XI Pro, VLC media player, Windows Media Player (for playing movies, no sound) and Windows 10. Please note that **screens at Clarion have an aspect ratio of 16:9** so prepare your presentation accordingly.

BI Norwegian Business School

For sessions taking place at BI Norwegian Business School, OMAE will provide a data projector, screen and computer loaded with the English version of Microsoft PowerPoint 2013, Adobe Reader, VLC media player (for playing movies, no sound) and Windows. Please note that **screens at BI have an aspect ratio of 16:9** (sometimes called "widescreen" size in PowerPoint) so prepare your presentation accordingly.

If you are working with presentation software other than PowerPoint or pdf files, please save your presentation as a Microsoft Windows PowerPoint 2010 compatible file, or a pdf file. Computers in meeting rooms WILL NOT support Mac file formats or any presentation software other than Windows PowerPoint or pdf files. Presenters are not permitted to use their own computer for their presentations.

OMAE does not have a mandatory PowerPoint template that presenters must use. Presenters are free to choose their own template.

LOADING OF PRESENTATIONS

Presenters are asked to be in the session room 30 minutes prior to the start of the first presentation to upload their presentation, and remain in the room to meet the Session Chairs, and stay for all presentations out of courtesy to the other presenters. Please bring your presentation on a USB stick. You may also upload you presentation on to the computer in your session room at any time prior to your talk. Note that session rooms do not have high speed internet and for this reason online presentations are discouraged.

ASME PRESENTER ATTENDANCE POLICY

Authors are reminded about ASME's Presenter Policy, which requires a paper to be presented by an author at the Conference in order for the paper to be published in the official archival proceedings.

QUESTIONS?

Please contact your Symposium Coordinator or Session Chair if you have any questions regarding your presentation. The list of Symposium Coordinators and Session Chairs can be found by clicking on the appropriate tab on this webpage: https://www.asme.org/events/omae/program/symposia

We look forward to your presentation and thank you for contributing to the success of OMAE 2017.

OMAE 2017 Conference Technical Program Chair
Dr. Dominique Roddier, Ph.D.
CTO, Principle Power