



**The Royal Institution of Naval Architects  
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## **RINA CONFERENCE INFORMATION**

The Royal Institution of Naval Architects enjoys an excellent reputation for the quality and technical standards of its conferences. The delegates and speakers at the Institution's events represent an informed cross-section of industry, academia and governmental groups from around the world. Many will be experienced authors or presenters, but others may be attending or presenting at their first conference.

### **WRITTEN PAPER**

To enable RINA to ensure the quality of both the content and presentation at its conferences, it has a standard set of submission requirements.

Submissions should be received before the deadline quoted in the covering letter; to allow time for the paper to be published in the printed conference proceedings. The *Writers Guidelines*, attached to the invitation, give the detailed submission and formatting requirements. (Note that the *Writers Guidelines* are formatted according with these requirements)

Commercial content should be kept to a minimum in conference papers and presentations. Also, RINA's technical standards mean that annotated presentations will not make an acceptable written submission. RINA reserves the right to withdraw any inappropriate paper from a conference programme at any time. RINA will hold the copyright on all published papers.

### **PRESENTATION**

The standard and preferred format for presentations is Microsoft PowerPoint. Presentations should normally be forwarded before the conference in order to ensure compatibility with AV equipment. The *Presenters Guidelines* below give details of the requirements. Presentations are normally included on the CD version of the conference proceedings, and made available to all delegates to the conference. (in PDF format). Author's permission to include the presentation will be sought and amendments to the presentation will be accepted. You may wish to prepare a CD ready version of your presentation in advance.

If at any point you are unable to present your paper, you should inform the Technical Manager as soon as possible. It is RINA policy that only papers presented at the conference will be published in both printed proceedings and subsequent CDROM. Unfortunately, this policy is necessary to discourage those who only wish to have their paper published and do not intend to attend the conference. It is also

intended to discourage those who delay payment of the Conference Fee until after the papers have gone to the printer.

## **ADMINISTRATION**

All presenters are required to register their attendance at the conference. One author per paper may register at the principal author rate, and co-authors may register at the Additional Author rate. Registration rates are detailed on the invitation email. RINA will withdraw papers from the proceedings if no author registers.

## **CANCELLATION CHARGES**

Cancellations received in writing two weeks before the event takes place will be subject to administration charge of £200+VAT. Cancellations received after this time cannot be accepted and are subject to the full event fee. Delegates may be substituted; however, this must be sent in writing and confirmed with the conference Co-ordinator. It may be necessary for reasons beyond our control to alter the content and timing of the programme. In the unlikely event that RINA cancels the event for any reason; our liability is limited to the return of the registration fee.

## PRESENTERS GUIDELINES

RINA aims to maintain a high standard of presentations at its conferences, but recognises that giving a presentation can be a daunting experience. With apologies to experienced presenters, the following advice is offered to help your presentation run smoothly and enable you to meet the expectations of the audience.

### GENERAL

- Time allocated **35 minutes: 25-30 minutes for presentation + 5-10 minutes for discussion.** Please note that RINA conference chairmen are requested to be strict regarding the length of presentations.
- You should arrive well before the scheduled time, so that we can confirm your audio/visual requirements and set up your presentation.
- **Assuming you intend to use the data projector (and PowerPoint), we will require a copy of your presentation at least a week in advance.** Please either e-mail a copy to Morgan Griffiths, the Technical Manager at [mgriffiths@rina.org.uk](mailto:mgriffiths@rina.org.uk) (for files of less than 20 Mb) or arrange a transfer via [www.dropbox.com](http://www.dropbox.com).
- As a precaution we also ask that you bring a back-up copy of the presentation to the conference plus back-up visual aids.
- Please note that we prefer all presenters to use PowerPoint and to do so using our laptop and data projector. This is purely to allow the conference to run smoothly on the day and to try to ensure the minimum number of technical problems.
- If you wish to use additional media, such as DVD, you **MUST** let us know in advance as we will be unable to arrange this on the day.

### AUDIO/VISUAL AIDS AVAILABLE

- Data projector to project from a PC (NOTE: the RINA laptop, supplied at our events, is 2.6 GHz, with 4GB RAM and 120GB Hard Disk, running Windows 7).

**The pre-registration document contains a form detailing your AV requirements. This must be completed and returned to the RINA conference department.**

## PREPARING YOUR PRESENTATION

Speakers are advised to plan the structure of their presentation. The following structure works well:

Beginning – introduction	→	Tell them what you will tell them
Middle – content	→	Tell them
End – summary/conclusion	→	Tell them what you told them

Conclusions should draw out the main points and findings of the paper, and set out the broad implications of the work within the context of the conference.

- Do not read your paper verbatim but present and expand upon the key points and issues.
- Avoid using too many slides/visual aids. Explain complicated slides.
- Keep PowerPoint presentations simple and strictly linear e.g. arrange your slides so that the only control you will need is ‘Next Slide’ – avoid the use of ‘index slides’ which require the use of a mouse during the presentation.
- Rehearse your presentation to ensure a professional delivery within the allotted time.
- But above all; **BE CONFIDENT AND ENJOY YOUR PRESENTATION!**