



**The Royal Institution of Naval Architects  
Events Department**

8-9 Northumberland Street  
London  
WC2N 5DA

Tel: +44 (0)20 7235 4622

Fax: +44 (0)20 7259 5912

E-mail: [conference@rina.org.uk](mailto:conference@rina.org.uk)

Website: [www.rina.org.uk/events](http://www.rina.org.uk/events)

## **RINA CONFERENCE INFORMATION**

The Royal Institution of Naval Architects has an excellent reputation for the quality and technical standards of its conferences. The delegates and speakers that we expect to receive at all of our events represent a cross-section of industry, academia and governmental groups from around the world. Many will be experienced authors or presenters, but others may be attending their first conference.

To enable RINA to ensure the quality of both the content and presentation at its conferences, we have a standard set of submission requirements:

### **WRITTEN PAPER**

This should be submitted on or before the deadline quoted in the covering letter; to allow time for the paper to be bound as part of the conference proceedings. Please refer to the *Writers Guidelines* below for our detailed submission and formatting requirements. (Please note that the *Writers Guidelines* are formatted according to our submission requirements).

As an independent institution RINA likes to keep commercial bias to a minimum in its conference papers, also RINA's technical standards mean that annotated presentations will not make adequate written submissions. RINA will hold the copyright on all published papers. RINA reserves the right to withdraw any inappropriate paper from a conference programme at any time.

### **PRESENTATION**

The standard and preferred format for presentations is Microsoft PowerPoint, although we can accommodate any common presentation technique. Please refer to our *Presenters Guidelines* below for details of our requirements. Please note that we now ask for PowerPoint presentations to be submitted to us before the conference in order to ensure compatibility with our equipment.

We would also like to be able to attach your presentations to the CD version of the conference proceedings (in PDF format). Your permission will be obtained before anything is released and we will happily accept amended presentations.

### **ADMINISTRATION**

We have included a form that allows you to let us know details of your attendance information and Audio Visual requirements. In order to ensure the best presentation of your paper and your enjoyment of the conference, please return this to the RINA conference department as promptly as possible (note that we can easily update this information if it changes before the event).

## CONTENTS

The following sections of this document (which can be accessed through the links below) can all be printed out as normal. Page numbers have been included to help you selectively print desired sections.

Finally, if you have any queries concerning your paper, your presentation or the conference itself, please do not hesitate to contact the RINA conference department.

## PRESENTERS GUIDELINES

RINA aims to maintain a high standard of presentations at its conferences, but we recognise 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 administration section 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!**