

“The Ages of Stars”

Information for Presenters

September 23, 2008

A successful meeting hinges on good communication. This brief document is intended to provide guidance for individuals attending IAU Symposium 258.

Location

The oral sessions are being held in the Corinthian Room at the Tremont Grand in Baltimore. The posters will be on display in the Marble Room, which is directly below the Corinthian Room. Posters will be displayed all week. Refreshments will be served in the Marble Room to ensure that symposium participants have ample opportunity to see all the posters and to talk with other attendees.

Posters

Posters should be no larger than 1.2 m in any dimension. A0 or smaller size is recommended for non-US, or up to 40 inches square for US.

We will provide push pins or other means of mounting your poster.

Poster printing

We cannot print your poster at STScI. However, it is easy to print your poster in downtown Baltimore so that you save yourself having to carry it with you. To find vendors, try Googling on “downtown Baltimore print services.”

One vendor is FedEx Kinko's, at 11 South Charles Street, about two blocks south of the Tremont. They are open Sunday from 9 am to 11 pm and Monday through Friday from 7 am to 11 pm. You can e-mail them a PDF or PPT (PowerPoint) file, but it is suggested that you specify the size in inches. You can ask them to deliver your poster to the hotel. The phone number is 1-410-625-5862; fax is 1-410-685-1046; e-mail usa1812@fedexkinkos.com.

Oral Presentations

Presentation Software

The presentation computers that we provide can display files from three sources:

- A PDF, displayed with Adobe Acrobat.
- Microsoft PowerPoint.
- Macintosh Keynote.

Projector

All oral presentations must use our digital projector. An overhead projector will not be available.

The projector will project an image that is 1024 pixels wide by 768 high. The screen will be 9 by 12 feet (2.7 x 3.6 m) or larger. The projector will be approximately 10 m from the screen.

Connections and files

You may use one of three means to connect to the projection system:

- Bring your presentation as a file and use one of our laptops. We will have available one laptop running Microsoft Windows and one running Mac OS X. Both machines can display a PDF or PowerPoint file, and in addition the Mac can display a Keynote presentation. We will not have a Linux machine.
- Send us the file via e-mail before you leave: PDF, PPT, or Keynote.
- Bring your own laptop and connect it.

Speakers should expect to spend a few minutes verifying their set-up during the preceding break.

Timing

Speakers are expected to adhere strictly to time limits so that everyone scheduled has their opportunity to present their results. The time slots allocated to speakers come in four sizes:

- 15 minutes total, with 10 minutes for presentation and 5 for discussion.
- 25 minutes total, 17+8.
- 30 minutes total, 20+10.
- 35 minutes total, 23+12.

Our goal is to leave ample time for audience participation. Your presentation will be much more effective if the audience gets a chance to discuss your ideas and results, not just hear them. And it is only fair to subsequent speakers to stay within your allotted time.

Discussion

The IAU requires that the discussion that follows each talk be captured for inclusion in the symposium proceedings. To achieve this, we will pass out short forms as questions and issues arise. They will go first to the audience member who asked the question, and then to the speaker for his or her comments. The cooperation of all participants in this process will be greatly appreciated.

Effective presentations

The technical quality of your presentation is up to you. Some suggestions:

- Preview your presentation with a projector and screen. What looks good on your computer can disappear in projection.
- Use high-opacity colors in charts. Black, blue, red, and magenta always work well. Green only works if a dark shade is chosen. Yellow and orange never work unless the background is dark.

Lavalier microphones

Speakers will use a lavalier microphone, which is the kind that clips on your clothing and has a transmitter that is about the size of a deck of cards. You may wish to bear this in mind in choosing what to wear.

Publication manuscripts

The IAU requires that the presentations at a symposium they sponsor be published within six months as a proceedings of the conference. Proceedings of IAU symposia are published by Cambridge University Press (CUP). In order to meet the six-month deadline, CUP must receive a completely-edited set of manuscripts within three months, and, to meet that deadline, the editors of the proceedings for IAU Symposium 258 must receive complete manuscripts from authors no later than November 15, 2008.

Page allocations

In order to stay under the maximum permissible number of pages in a volume, we must limit the number of pages used by each author. This is done in relation to the total amount of time in the schedule allocated to you:

- If your talk is for 15 minutes total, your page allocation is 6.
- If your talk is for 25 minutes total, your page allocation is 8.
- If your talk is for 30 minutes total, your page allocation is 10.
- If your talk is for 35 minutes total, your page allocation is 10.

Submission

We encourage you to bring your completed manuscript with you to Baltimore in order to meet the November 15 deadline. Papers are prepared for publication using LaTeX, and the rules are similar to, but not identical to, those used by the major journals. Please be sure to use the correct style files. To send your file via e-mail, address it to:

iaus258@stsci.edu

Technical considerations

The information and files that you need to prepare your manuscript may be found at:

<ftp://ftp.sron.nl/pub/karelh/UPLOADS/IAU-CUP.dir/authors.dir>

First look at the README.txt file, then download all the other files in that directory.

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