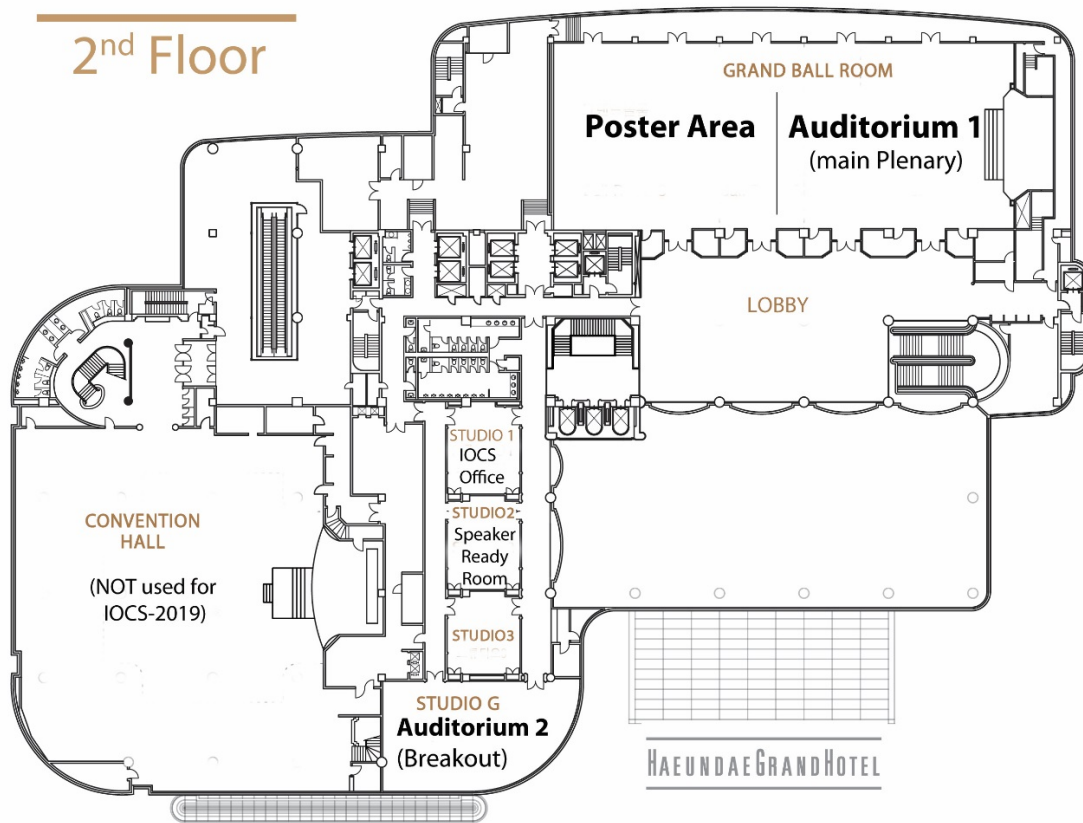# IOCS-2019 Participant Guidelines

Issued on 22nd March 2019

Registration

Registration will take place at the Haeundae Grand Hotel (lobby 2nd Floor, Auditorium 1, Grand Ballroom) on Monday 8 April from 16:00 – 19:00, and Tuesday to Friday from 08:00 – 14:00. The IOCS Meeting Office will be located in Studio 1 (2nd Floor) in case you have any queries or need assistance.

All Plenary Sessions, as well as the NASA OCRT meeting, will take place in Auditorium 1 (Grand Ballroom A+B) located on the 2nd Floor, Haeunedae Grand Hotel. Poster sessions will take place in the adjacent Grand Ballroom C, and breakout sessions will take place in Auditorium I, Auditorium 2 (Studio G) and Auditorium 3 (22nd Floor, Sky Hall). Training sessions will take place in Studio G (SeaDAS), Studio 2 (Copernicus) and Studio 3 (Sat CO2).   See floor plan of hotel.

Meeting Programme

The abbreviated meeting programme is available on the IOCCG website at: *https://iocs.ioccg.org/agenda/* (copies will be provided at registration). For detailed information on the various sessions see links below.

- Keynote speakers: *https://iocs.ioccg.org/2019-keynote-speakers/*
- Breakout sessions: *https://iocs.ioccg.org/programme/breakout-workshops/*
- Poster abstracts: *https://iocs.ioccg.org/wp-content/uploads/2019/03/poster-abstract-iocs-2019.pdf*
- Training workshops: *https://iocs.ioccg.org/2019-workshops/*
- NASA OCRT Agenda: *https://iocs.ioccg.org/wp-content/uploads/2019/03/2019-ocean-color-res-team-agenda-3.5.19.pdf*

Icebreaker Reception

All conference attendees and guests are invited to an opening Icebreaker Reception sponsored by KIOST and Airbus. The event will take place on Tuesday 9 April 2019 from 18:00 to 20:00 in the Terrace Hall (6th Floor, Haeundae Grand Hotel). Food and drinks will be served at the Icebreaker Reception (no other meals served during the IOCS-2019 meeting).

Oral Presenter Guidelines

As in the past, we would like to make all presentations available on the IOCS-2019 meeting website after the meeting. If you consent, please bring TWO versions of your presentation to the meeting:

- A high resolution PowerPoint file of your talk
- A low resolution PDF file for the IOCS website (you may want to make this file "read-only" and/or remove certain slides if they contain proprietary information or unpublished data).

The Speaker Ready Room (2nd Floor, Studio 2) will be available to submit presentation materials. The room can also be used to review presentations to make sure all fonts appear as expected and all video clips are working properly. Presentations for all morning sessions should be submitted by 16:00, the day before the session (Tuesday morning presenters, please summit your files during registration on Monday, 16:00). Use the following naming convention for your files (add "web" to the end of the filename for web version):

DAY-hh:mm- LASTNAME-Brief-Description.pptx (or PDF)

Example: TUES-09:15- PARK-Keynote1.pptx
TUES-09:15- PARK-Keynote1-web.pdf

★ <u>Note</u>: Breakout workshops presenters should submit their presentations directly to the control desk of their assigned breakout room 30 minutes before the session begins (<u>not</u> to the Speaker Ready Room). Include the Breakout Workshop number in the filename, as well as day and time:

   Example: WED-14:20-BO#6- LEE-Fisheries.pptx

Please check the details below when preparing your presentation.

- Time slot: Keynote address: 45 min (35 min presentation, 10 min for questions),
  Agency presentations: 15 – 20 min (see agenda) – please allow time for questions from the audience.
- PowerPoint presentation slides (Ratio 4:3)
- Equipment available: Screen, laptop computer (Window OS), clicker, microphone, pointer

★ <u>Note</u>: If your presentation includes videos, please drop off the original video file as well (e.g., mp4, .avi).
★ If you will be using your own Laptop, please inform the organisers, and bring your own electronic connection cable.

Poster Lightning Sessions

All poster presenters will be able to share information with the audience quickly and efficiently during two Poster Lightning Sessions:

- Tues 9 April: 16:30 – 17:30 (poster numbers 1 – 65)
- Wed 10 April 09:15 – 10:15 (poster numbers 66 – 129)

See list of abstracts on IOCS-2019 website for poster numbers. Poster lightning sessions will allow for a higher number of individuals to give short (1 minute) oral presentations about their research. <u>All</u> poster lead authors are requested to submit a PPT presentation, containing two slides:

- A slide with your poster title, author names and poster number
- A content slide related to your poster.

The content slide will advance automatically after 1 minute, so all presenters must be at the front of the room at the beginning of the session. Lightning presentations will be done in numerical order, so you should know when your turn is coming up (pay attention as there may be a few missing numbers)!

For your 1-minute lightning presentation, give an opening statement to acquaint the audience with the nature and purpose of the study and present the most important highlights of your work. It is not necessary to repeat your name or poster title. Use at least 24 point font, and practise beforehand with a timer so you know how much time you have. Please send your material to *Ms. Sinhae Park (sinhae0920@kiost.ac.kr)* by **1 April 2019.** Late submissions will not be accepted! Please use the following naming format:

   LASTNAME-Poster#-Brief-Title.ppt (e.g., AHN#1-GOCI-algorithm.ppt)

Poster Viewing Sessions

In addition to the Poster Lightning Sessions, there will be three poster viewing sessions. All posters will remain up for the entire meeting. Poster instructions can be found here: *https://iocs.ioccg.org/posters-and-abstracts/poster-general-information/.*

Presenters of all even numbered posters are requested to be on hand on Thursday (16:00 – 17:30) to discuss their poster with conference attendees, while all odd numbered posters are requested to present on Friday (10:15 – 11:45). The Wednesday poster viewing session (after the poster lightening session) is open for all, so you can choose whether to stand by your poster or not.

Poster viewing times:
- Wednesday: ~10:15 – 11:00 (with coffee)
- Thursday: 16:00 – 17:30 (with refreshments – complimentary *drink tickets** at registration)
- Friday: 10:15 – 11:45 (with coffee)

Poster Location: Poster Area (2nd Floor, Grand Ballroom C).

Access for poster setup will be available from 14:00 – 19:00 on Monday, 8 April and Tuesday morning, April 9, starting at 08:00.

Poster viewing will close at 11:45 on Friday, April 12. All posters must be removed by 14:00 that day. Any remaining posters will be stored at the IOCS Office (Studio 1), but will be discarded if not collected by 16:30.

* *Drink tickets*
You will receive two complimentary drink tickets with your name tag that you will receive during registration.