



7TH INTERNATIONAL
**MARINE DEBRIS
CONFERENCE**
18th - 23rd September 2022
BUSAN, REPUBLIC OF KOREA

Guidelines for Technical Session Chairs and Speakers (presenters and panelists)

Thank you for taking on a role at the 7IMDC, your contributions to the conference are highly appreciated and are what make the conference what it is. The following guidelines aim to orient and inform both Chairs and Speakers during the final preparation of their sessions and presentations, in the weeks leading up to the conference. For any questions, speakers should contact their Technical Session Chairs for guidance, who in turn can contact the Track Chairs (see below) for further information.

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1. Common Guidelines for both Chairs and Speakers

A. Registration Reminder

The 7IMDC is entirely not-for-profit, and a significant portion of the conference's costs are covered by registration fees. All Technical Session Chairs and all Speakers (presenters and panelists) are kindly reminded that they must register for the conference and pay their associated registration fees by the deadline of **September 1st, 2022**. This applies to both in-person and online participants.

B. Terminology

Technical Sessions (TS): The 7IMDC is built around 110 technical sessions, which were selected from proposals received from Nov. 2021 to Jan. 2022. They can be 60 or 90 minutes long and either presentation-based or panel discussions, or a combination of both.

Technical Session Chairs: The TS Chairs are the main organizers of each Technical Session. Most sessions have one or two Chairs, with some having up to four. The terms “Chairs” and “Co-Chairs” are used interchangeably without implying any hierarchy between them.

Tracks: The technical sessions are divided into 9 thematic tracks – see the list below.

Track Chairs: These are 7IMDC officials designated as focal points for each thematic track. They are part of the organizing team and have an overall understanding of the conference and can provide support to the TS Chairs as they plan their sessions. Track Chairs are listed below:

Track 1: Monitoring – Mr. David Marquis (UNEP) david.marquis@un.org

Track 2: Research – Dr. Young Nam Kim (KOEM) ynkim@koem.or.kr

Track 3: Technology and Innovation – Ms. Hyunjeong Jin (UNEP) hyunjeong.jin@un.org

Track 4: Education, Awareness, & Communication – Mr. Toma Iida (UNEP) toma.iida@un.org

Track 5: Regulations, Laws, & Policy – Ms. Christy Kehoe (NOAA) christy.kehoe@noaa.gov

Track 6: Circularity and Waste Management – Mr. Toma Iida (UNEP) toma.iida@un.org

Track 7: Economics, Finance, Private Sector – Mr. Benjamin Frey (NOAA) benjamin.frey@noaa.gov

Track 8: Sea-based Sources – Mr. Benjamin Frey (NOAA) benjamin.frey@noaa.gov

Track 9: International Collaboration – Mr. Steve Morrison (NOAA) steve.morrison@noaa.gov

Abstracts: The 500-word summaries that authors submitted to the 7IMDC in March-April and which were reviewed by Technical Session Chairs in May. Abstracts that were accepted will now be presented orally in the Technical Sessions, and abstracts that weren't accepted were offered the opportunity to present as posters. Abstracts with multiple co-authors should have one designated Presenting Author, who can be changed in Ex Ordo at any point leading up to the conference.

Speakers: Also called presenters or panelists, these are the Presenting Authors whose abstracts were selected by TS Chairs to be presented during a technical session. Speakers may present in-person or online and are responsible for preparing their presentations based on the abstract they submitted.

Poster Presenters: These are the authors who submitted poster proposals which were accepted to the conference, or authors of abstracts that were not accepted as abstracts and instead were changed to posters. Separate Guidelines were prepared for Poster Presenters.

C. Hybrid Format

Given the new realities of a post-COVID world, the 7IMDC will be a hybrid conference with the opportunity for attendees to participate remotely and online if they are unable to travel to Busan. The aim of the 7IMDC is that participants attending online have the same access to the content of all technical sessions as the participants attending in-person. To achieve this, each physical room at the conference venue will have a virtual room associated with it in the form of a Webex link, and all technical sessions will be live-streamed. The online audience may ask questions through the chat which the TS Chair can read out to the speaker.

Chairs: It is expected that at least one TS Chair will attend their session in-person to manage their session and ensure it runs smoothly. In case none of the TS Chairs can be present in-person, they must designate an Acting Chair (potentially one of the speakers in the session) to manage the session in-person on their behalf.

Presenters: Speakers attending the conference remotely have the option to deliver their presentations live online or to pre-record their presentations, and it is up to the TS Chairs to be aware of this and to coordinate accordingly. Speakers presenting live online will be made “Presenters” in the Webex link and will be expected to share their screens and change their own slides. Alternatively, online speakers may prefer to pre-record their presentations to avoid issues with internet connectivity, or if they are unavailable at the time of the technical session. Even if sending a pre-recorded presentation, presenters are encouraged to be in attendance online so that they may respond to questions from the audience.

D. Audio-Visual Equipment and Support

Each conference room will be equipped with a microphone, speaker system, projector, screen, clicker, and conference laptop, which will be controlled by a dedicated audio-visual technician present in the room at all times. Each room will also have a Room Monitor, who will be a 7IMDC official on hand to support the TS Chair in their facilitation of the session, but also to enforce the session’s end time. TS Chairs should make use of the 15-minute period before the start of their technical session to check in with the Room Monitor and coordinate with the audio-visual technician to: ensure all the presentation files are ready and open; confirm the order of presentations; check in with online speakers; and cue any pre-recorded videos from online speakers. Presentations should have been uploaded to the Ex Ordo platform by speakers by **Friday, September 9th 2022** so that they can be pre-loaded on the computers in each room by the 7IMDC Team – this is to avoid a rush of USB-wielding presenters attempting to load their presentations at the same time before each session, which would cause delays.

E. Substitution, Addition, or Cancellation of a Speaker

In the event that a speaker is unable to give their presentation, it is possible for another of the abstract's co-authors who are registered for the conference to present on their behalf. Speakers should make the change within Ex Ordo and notify their TS Chairs as early as possible (with copy to info@7imdc.org) so that the changes can be reflected in the program.

F. Handouts

In line with its Zero Waste goals, the 7IMDC will not provide printed copies of presentation handouts or abstracts on-site. Presentation materials will be available exclusively through the Ex Ordo website and 7IMDC app and will not be distributed in the session rooms.

2. Specific Guidelines for Chairs of Technical Sessions

A. Responsibilities of the TS Chairs

Before the conference: Planning ahead will ensure the success of your Technical Session. Chairs received an email from the 7IMDC on 30 July 2022 with the list of abstracts that they had selected for their session, along with the contact information of the presenting authors. As Chairs you are encouraged to coordinate with your speakers ahead of the conference, individually or as a group, to confirm who the presenting authors will be, whether they will be attending in-person or online, and the duration and order of the presentations. Chairs should seek to ensure their presenters have uploaded their presentations to Ex Ordo by Friday the 9th of September, to ensure that these can be pre-loaded onto the computers. Please also take time to review the description of your Technical Session in Ex Ordo as this is what will attract the curiosity and interest of 7IMDC participants and help them choose which session to attend. To make any changes to the description of your session, contact info@7imdc.org.

During the session: **TS Chairs should plan to arrive 15 minutes before the start of their session** to ensure their speakers are present and ready, audio/visual is working, Webex is working with online Presenters identified and given presenting permission, and presentations and pre-recorded videos are queued (in coordination with the dedicated audio-visual technician in the room). TS Chairs are responsible for moderating their session - this includes introducing the session to the audience, introducing speakers, keeping track of time by holding speakers to their agreed time allowance, moderating the Q&A, and closing the session on time. Remember to look out for questions from the online audience and be ready to read them out to the speaker to whom they are addressed.

After the session: **TS Chairs are responsible for preparing a short summary** of their technical session and submitting it to their Track Chair - if possible by the end of the conference. This can be as short as 1 page and should capture the main elements discussed during the session and should look forward to the key priorities the field for the next few years. These summaries will be used by the 7IMDC to compile the Conference Proceedings, which will be made available to the public following the conference.

B. Tips for Facilitating a Technical Session

The typical guidelines for successfully facilitating a Technical Session include the following:

- i. Begin the session with a brief introduction that outlines the overarching topic. Be ready to introduce your speakers, and set them up so that the audience wants to know more.
- ii. Plan ahead for how to transition between your speakers. This includes ordering the presentations ahead of time, so there is a natural flow to the session. Think about extra time that may be needed to transition between in-person and online presentations.
- iii. Maintain strict adherence to the clock. Establish a method of notifying speakers that their time is almost up ahead of time, such as a small piece of paper or raising a hand. Room Monitors stationed in each room will be tasked with ensuring that technical sessions end on time, as a delay in one would affect the schedule of the whole day.
- iv. Be aware of the audience and speaker dynamics and, if necessary, be prepared to address or neutralize any interventions that may be inappropriate.

3. Specific Guidelines for Speakers (presenters and panelists)

A. Deadline

The deadline to submit your final abstracts, presentation files and optional pre-recorded video presentations is **Friday, September 9th, 2022**. All submissions will be received exclusively through the Ex Ordo platform - please refer to [this article](#) for guidance on uploading your files.

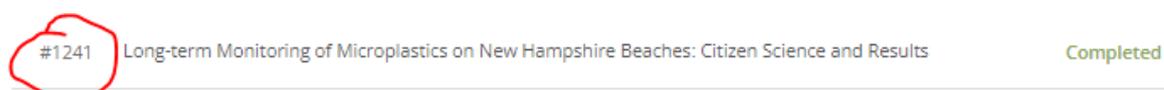
Presentation slides will be pre-loaded onto the conference computers each day, and presenters are discouraged from arriving with their files on USB sticks. When uploading their presentations in Ex Ordo, authors can choose whether or not to share them with registered conference attendees; if shared, slides can be viewed in the 7IMDC app during the conference.

As for abstracts, authors who do not submit an updated final abstract by September 9th will see their original abstract included in the 7IMDC Book of Abstracts, which will be made available to conference participants in the days before the conference.

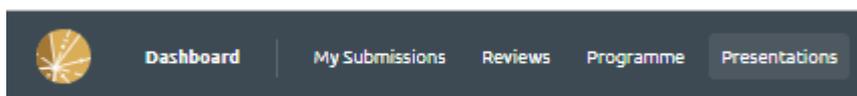
B. Technical Specifications for Presentations

Presentation File Name and Format

- i. Presentation files should be submitted as either a .PPTX (Microsoft PowerPoint version 2007 or later) or as a .PDF document. No other file types are supported.
- ii. Please name your file “7IMDC_TS-X.X_Submission ID_Presenter’s Name”, replacing the letters “X” with the two-digit code for the Technical Session you are presenting in (for example, TS-4.2). You will find your submission ID in Ex Ordo on the [“Submissions” tab](#), in the first column of “My Submissions” (see image below)



- iii. For speakers participating online, pre-recording a video of yourself giving your presentation is an option you may wish to consider if your internet connection is unstable or if you are unavailable at the time of your presentation. The only accepted option for submitting a pre-recorded recording is through Microsoft PowerPoint (.PPTX). Instructions for how to use the PowerPoint record function are included in section 3.D below.
- iv. Please upload your presentation to the Ex Ordo Platform under the heading “Presentation File” in the [“Presentations” tab](#) by the deadline of Friday the 9th of September, 2022.



- v. In the Presentations tab, there is a separate upload feature for PPTX presentations with and without a video recording included. **If you choose to upload a presentation file with a pre-recorded video, please also upload a version saved without the video recording** as a backup in case of technical issues.
- vi. Presenters can choose if they would like to make their presentation slides available to other conference attendees or not. If you choose to share it, the file will be available to all registered participants via the 7IMDC app for the duration of the conference.
- vii. The maximum file size for the upload in Ex Ordo is 3 gigabytes. Large video files can sometimes cause errors during the upload, so be sure to check that it uploaded correctly.

Content, text, and images

- i. Your presentation should be written in the English language, in any style (such as British or American English) so long as the same style is used consistently throughout.
- ii. The minimum type size is 24 point for text and 16 point for figures. Do not write in all-caps.
- iii. To ensure clarity of text, preferentially make use of “serif” fonts such as Calibri, Arial, or Roboto (this document is written in Roboto) and avoid fancy fonts.

- iv. Aim to maintain visual consistency throughout: font type, size, or color should not vary between slides.
- v. Black font color is advised. If colored text is used, ensure high contrast with the background. To add emphasis, **bolding** is preferred over coloring or capital letters.
- vi. Avoid background images or watermarks as these can obscure your content and text.
- vii. Avoid wordy or dense slides, which can be difficult for the audience to understand. Rather, use the slide presentation as a guide and delve into detail with your verbal presentation.
- viii. Avoid acronyms and abbreviations, or be sure to spell them out on their first occurrence.
- ix. Please reference your work diligently, preferably following the Harvard referencing style. Plagiarized content will be flagged to the conference organizers and may be removed.
- x. **Please avoid including any sensitive or controversial terms in your presentations**, including any names of locations that are the subject of disagreement between Member States of the United Nations.

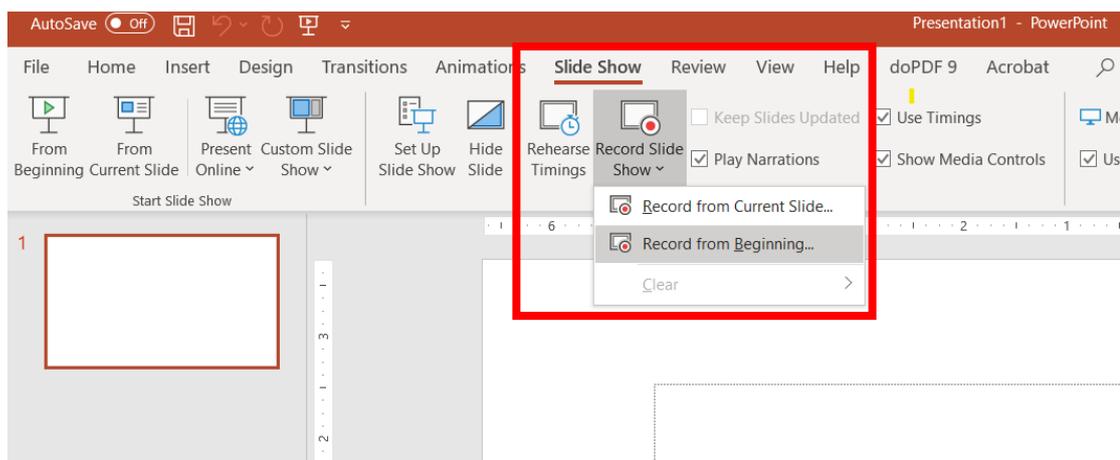
C. Guidance for Online Presenters and Pre-recorded Videos

Speakers who intend to present online may choose to present live or to pre-record their presentation. Following some basic rules will help ensure consistency across the conference.

- i. Choose the right setting and set-up. Make sure the lighting is on your face (avoid backlighting), and check that your background is appropriate. If wearing glasses, tip the camera to avoid the reflection from your computer screen.
- ii. Make sure you can be heard – if possible, use a headset. Prevent interruptions or background noise by alerting family members or colleagues that you are presenting.
- iii. Close all unnecessary apps on your computer during your presentation and disable all notifications (unless needed for your presentation). Mute your phone if possible.
- iv. If presenting online live you will be made a “Presenter” in Webex and should plan to share your screen and change your own slides. Your slides should fill the screen - please use ‘Slide Show’ mode in PowerPoint.
- v. Presenters should join the Webex link using a computer because mobile devices such as smartphones or tablets may not be able to take the presenter role or share slides.

D. Instructions for recording with Microsoft PowerPoint

- i. Open your PowerPoint presentation, select the “Slide Show” tab, then “Record Slide Show” drop down menu, then select “Record from Beginning”.



- ii. You will notice a black box, and your video feed will appear at the bottom right side of the screen. If you do not wish to include a video or yourself presenting, switch off your camera by clicking on the video icon on the bottom right side of your screen.
- iii. If you are using an external microphone, such as a headset with a built-in microphone, you may have to go and select your microphone in the settings options.
- iv. You have several annotation tools (such as the Laser Pointer, Pen, Highlighter, and Eraser) that can be used during your recording.
- v. When you are ready to record, press the “Record” button. You will see a three second countdown before the recording begins.
- vi. Important: PowerPoint does not record audio during transitions, so only speak when you are on a slide. PowerPoint creates an individual audio file for each slide, even if you record all at once. Watch your own presentation before submitting it to be sure you are audible throughout. If you do several takes of your recording, be sure to clear your previous recording.

Disclaimer

The 7IMDC does not seek any ownership of, copyright on, or intellectual property of any kind on any contents of any presentation. The views expressed during the technical sessions and in the presentations and posters are strictly those of their authors and do not necessarily represent the views of the 7IMDC or its co-hosts.