

# OCEANS 2003 MTS/IEEE Author Kit

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OCEANS 2003  
Technical Program Committee  
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## 1.0 NOTIFICATION PROCEDURE

### ACCEPTANCE PROCEDURE

Abstract acceptance will be conveyed to the author contact(s), by e-mail.

#### Author Check-Off List:

##### **On or Before April 15, 2003**

Acknowledge receipt of email and acceptance to make presentation.

##### **On or Before June 15, 2003**

Electronically submit final abstract-manuscript.  
Fax or mail signed MTS Copyright Form to Holland Publications.  
Register for OCEANS 2003 MTS/IEEE to insure that your final  
Abstract-manuscript will be included in Proceedings and Final Program.

##### **On or Before August 15, 2003**

Final deadline for Advance Registration, to insure your inclusion.  
Submit biographical data to Session Chair.

## **MANUSCRIPT PROCEDURE**

The due date for the final abstract-manuscript is June 15.

#### **On or before June 15, 2003, authors must:**

1. Electronically transmit completed abstract-manuscript to <mailto:vivholland@usa.net>  
(See Section 2.0: Abstract-Manuscript Format)
2. Mail signed Copyright Form to Holland Publications  
(See Section 3.0: MTS Copyright Form)
3. Register to the OCEANS 2003 MTS/IEEE Conference  
(See Advance Program or Web Site – <http://www.oceans2003.org/>)

## **SESSION CHAIR INTERACTION**

During August 2003, the authors will be contacted by their session chairperson.

The chairperson will request each author to:

1. Submit biographical data
2. Identify Audio/Visual requirements beyond standard Audio/Visual.  
Standard AV will include an LCD Projector, Overhead Projector & Screen.  
A computer, if needed must be provided by the speaker.
3. Attend speaker's breakfast, the morning of your scheduled presentation.

## 2.0 ABSTRACT-MANUSCRIPT FORMAT

### REQUIREMENTS FOR SUBMISSION OF ABSTRACT-MANUSCRIPT FOR PUBLICATION

Detailed instructions for preparation and format of your re-submitted abstract (web site submission is in e-mail text format, not format required for publication) or paper are found at [OCEANS2003.org/akt](http://OCEANS2003.org/akt). If you want a template for Word, please E-mail request to: [vivholland@usa.net](mailto:vivholland@usa.net)

1. DO NOT USE DOCUMENT PROTECTION on your paper.
2. Paper Size: Must be U.S. 8 ½" x 11" letter size. DO NOT choose A4 size paper.
3. Margins: Top 0.5", Bottom 1.0", Left & Right 0.7", Middle Gutter 0.2".
4. Paginate (Footer): **A MUST FOR PDF ONLY:** If you are sending a PDF, print a four digit number 0.5" from bottom, in center of EVERY PAGE in 12 pt. Font. (e.g. 1234, 1235, 1236, etc.). It is not necessary to paginate if not a PDF.
5. Fonts: You MUST use Arial (preferred) or Times New Roman (all operating systems have these as resident fonts), or Postscript Fonts. **YOU MUST INCLUDE FONT FILES FOR ALL OTHER FONTS WHEN YOU E-MAIL.** (If we do not have your font, Adobe Acrobat will try to create a readable font that may not be acceptable. See Table 1 on detailed Author's Instructions, "Preparation of Papers in Two-Column Format for the Proceedings and CD/Dvd MTS/IEEE International Symposium" on the Website).
6. Public Release: E-mail your completed and **approved** manuscript before the deadline date. You will receive acknowledgment of receipt, if you do not receive this within one week of your transmission, please contact us at [vivholland@usa.net](mailto:vivholland@usa.net). Receipt of your manuscript by this conference, together with the completed and signed MTS Copyright Form constitutes release for open publication. No cancellation of such release is permissible.  
**DO NOT send your manuscript if it is not 100% approved.**
7. SAVE AS: ABSTRACT NUMBER with extension (e.g. 123.p65 or 123.doc, etc.). ALL CORRESPONDENCE MUST HAVE YOUR ABSTRACT NUMBER.
8. E-MAIL: [vivholland@usa.net](mailto:vivholland@usa.net) PHONE: (760) 743-8486 FAX: (760) 743-5758
9. Preferred Formats: Zipped, Word, or PageMaker files for E-mail. PDF files accepted with pagination of four digit numbers, centered 0.5" from bottom of page in 12 pt. font.
10. DO NOT LEAVE ANY BLANK PAGES AT THE END OF THE PAPER.
11. Mail Signed Copyright form (Include your Abstract Number) to:

Vivian Holland  
Holland Publications  
1782 Solana Glen  
Escondido, CA 92026-1858 USA

12. **ALL PAPERS AND COPYRIGHTS MUST HAVE YOUR ABSTRACT NUMBER.**  
**NOTE: If we receive your paper and do not receive a completed and signed copyright form; and the presenter is not registered by August 15, 2003 we cannot publish your paper.**

### 3.0 – MTS COPYRIGHT FORM

**MARINE TECHNOLOGY SOCIETY  
OCEANS 2003 MTS/IEEE  
COPYRIGHT FORM**

Abstract Number: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

Author Contact: \_\_\_\_\_

#### **A. Copyright Transfer Form**

The undersigned, desiring to publish the above paper in the Oceans 2003 MTS/IEEE Proceedings, hereby transfers their copyrights in the above paper to the Marine Technology Society, Inc., known as MTS.

In return for these rights, MTS hereby grants to the above authors, and the employers for whom the work was performed, royalty-free permission to perform the following:

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2. The consent of the undersigned employer be obtained as a condition in granting permission to others to reuse all or portions of the paper for promotion or marketing purposes.

In the event the above paper is not accepted and published by MTS, this agreement will become null and void.

Oceans 2003 MTS/IEEE, Celebrating the Past . . . Teaming toward the Future.

|                                  |                       |
|----------------------------------|-----------------------|
| Authorized Signature             | Title (If not Author) |
| Employer for Whom Work Performed | Date Signed           |

#### **B. U.S. Government Employee Certification**

To be used only if all authors are government employees and prepared the manuscript as part of their job. This will certify that all author(s) of the above paper are employed by the U.S. Government and performed this work as part of their duties. Therefore, the paper is not subject to U.S. copyright protection.

|                         |                       |
|-------------------------|-----------------------|
| Authorized Signature    | Title (If not Author) |
| Government Organization | Date Signed           |

Thank you for helping MTS comply with U.S. copyright law, which requires that the transfer of copyrights from the author to the Marine Technology Society be confirmed in writing.

Please note that if your paper is prepared as part of your job responsibilities, the rights to your paper initially rest with your employer. In that case, when you sign the copyright transfer form, we assume you are authorized to do so by your employer and that your employer has consented to all terms and conditions on this form. If not, it should be signed by someone so authorized. Note also that for jointly written papers, only one signature is required. However, we assume all authors have been advised and have consented to the terms of this form.

## 4.0 PRESENTATION GUIDELINES

### GUIDELINES FOR ORAL PRESENTATIONS

#### 1. AUDIO VISUAL COMPUTER EQUIPMENT

**NOTE:** 35mm slide projectors are no longer provided in meeting rooms. Slide projectors are available only upon request for a fee. An overhead projector for viewgraphs and an LCD projector networked to a central server will be standard equipment in each session.

**If you require any additional capabilities**, no matter how basic, you must contact your session chair as soon as possible to determine if arrangements can be made to accommodate your needs.

All oral session meeting rooms are equipped with the following audio visual equipment:

- 1 - computer projector\*
- 1 - overhead projector
- 1 - screen

**\*If you plan to show video (VHS or SVHS) via the computer projector**, you will need to order and pay for the rental of a video player. Please place your equipment order by 15 August 2003.

If you have questions, please contact John Benya +1-619-222-1875, or by e-mail at: [benyajs@cox.net](mailto:benyajs@cox.net) to request further information on audio-visual.

#### 2. Electronic Presentations Using a Computer Projector

A computer projector is available free of charge in each oral session room. If you would like to use this equipment, **you must submit your electronic files to the Speaker Ready Room in advance of your talk**, preferably 24 hours in advance or earlier. Speaker Ready Room is in the **Terrace Salon Three** room. Expected hours are 1600 - 2000 Monday, 0700 – 1900 Tuesday & Wednesday and 0700 – 1500 Thursday.

##### **Speaker Ready Room Procedures:**

- Take your presentation to the media technician.
- The technician will supply labels to properly label your presentation with your name and paper number (please supply a separate media type for each presentation – see list of acceptable media types below). ALL media will be dropped off for processing, leaving your memory cards, etc. for up to 24 hours.
- The technician will log in your presentation for processing, which will take up to 24 hours.
- You will schedule a time to return to the Speaker Ready Room to review your presentation; please allow the technicians adequate time to process your presentation.
- The technician will copy your data into the network so that you can see exactly what the presentation looks like before arriving in the meeting room. The technician will help you with any difficulties.
- You are responsible for reviewing the presentation in the Speaker Ready Room before your scheduled presentation time.
- Once the presentation has been loaded, there will be limited opportunities to make changes. Changes for A.M. sessions are allowed until closing time the day before. Changes for P.M. sessions are allowed until 11:30 A.M. the day of the presentation.
- Speaker Ready Room personnel are not responsible for your devices, i.e., memory cards, disks, etc.
- Personal laptops cannot normally be plugged into projectors in oral session rooms.
- Internet connectivity is not available in oral session rooms.

##### **ALL ELECTRONIC FILES MUST BE SUBMITTED IN ONE OF THE FORMATS LISTED BELOW:**

- PowerPoint 2000
- Microsoft Office 2000
- Operating System: Windows 2000
- Web Browser: Internet Explorer 6.0; • Plug-Ins: QuickTime 6\*; Adobe Acrobat 5.05
- Video Playback: Windows Media Player 8; QuickTime 6\* (submit presentation AT LEAST 24 hours in advance)
- PDF Reader: Adobe Acrobat 5.05
- Unix Users: Bring HTML Files or Adobe Acrobat 5.05

##### **Acceptable Media Types\*:**

- 100 MB Zip; • CD-ROM a.k.a. CD-R; • CD-RW (not recommended; often difficult to read)
- Floppy (if multiple floppies for PowerPoint, please use Pack and Go)
- Memory Cards - Memory Stick, MicroDrive, Secure Digital (SD), Multimedia (MM), Smart Media (SM),

Compact Flash (CF); • USB Mini Drives - Any brand as long as they do NOT require drivers.

\* Each media type submitted should have only the files needed for the presentation; please supply a separate media type for each presentation.

ALL media will be dropped off for processing, so you will be leaving your memory cards, etc. for up to 24 hours. Speaker Ready Room personnel are not responsible for your devices, i.e., memory cards, disks, laptops, etc.

While every effort is made for your electronic presentation to run successfully, **we do recommend that you have a backup of your presentation ready in the form of overhead transparencies.**

### Technical Suggestions for Presentations

These items are not meant to deter your creativity or use of the best data you have available. These suggestions provide options in case of difficulty.

- **Unix users** must have HTML files or PDF files in Adobe Acrobat 5.05.
- PowerPoint is designed to display pictures and text generated within the program or inserted from other sources. If the outside source is a sound file over 5Kb or any video file, the original file is not saved within the presentation. Source files meeting these criteria must be available on the computer where the presentation is going to run. Please copy any source video and sound files to the media with your presentation; if you are in doubt, bring the file along. When creating your presentation be sure to select the 'default' format which produces 'electronic slides' to fill the entire 'normal' computer monitor screen. The "default" format for these programs is generally sized for a computer screen, not a projection screen. The projection screen will be "masked" to a size in proportion to a "televised" image, thus your slides will fill the entire screen.
- **Imbedded charts, graphs, and object-oriented graphic files** are often difficult to work with. These file types usually are influenced by the version of the program used to create them, often making them translate strangely on a different system. It is recommended that charts or graphics be inserted into your presentation as a bitmap format graphic. (Examples of some bitmap formats are: .bmp, .gif, .jpg and .tiff) If you embed charts and object graphics in your presentation, it is advisable to have the bitmap format graphics available on your media. While there are problems with these file types, only a small percentage that have difficulties. However, a little preparation can prevent extensive editing at the meeting.
- **Acrobat Reader** – you are welcome to bring your files in Acrobat's PDF format. However, editing these files at the meeting will not be possible.
- **HTML presentations** – make sure that your files are portable. Data will be copied from your media to the network's hard drive. If files are not portable, you could lose links between pages.
- **Web Server** – there is no web server on the network, so plan accordingly.
- **Other Plug-Ins or Active X controls** – these cannot be installed into the network. If your presentation takes advantage of a function not built into IE 6.0 or the Plug-Ins mentioned above, you will have difficulties.

### 3. Preparation of Presentation Graphics

**NOTE: 35mm slide projectors are no longer provided as standard equipment.**

Slide projectors are available upon request for a \$50 fee. Please place your order by 15 August.

- Graphics (viewgraphs, slides, Power Point slideshows) must be well designed, simple, and readable by everyone in the audience. It is worthwhile to use professional preparation services, if possible.
- Use as few graphics that can be discussed in the time allotted. As a general rule, use one graphic for each 1 or 2 minutes of presentation.
- Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data. Each graphic should remain on the screen at least 20 seconds.
- Do not show long or complicated formulas or equations. The understanding of an equation is extremely hard to grasp during an oral presentation. It is suggested that, if equations are needed, they be kept to a minimum. Equations can be fully presented in the hardcopy version.
- Use the absolute minimum number of words in the title, subtitles, and captions. Remember that standard abbreviations are acceptable.
- Try not to use more than two fonts in a presentation. Keep fonts consistent throughout presentation. Fonts should be no smaller than 24 points. Never reduce font size to fit all the words on one slide, convert complete sentences into bullet

points or create another slide. Use **bold** characters. Do not use fancy serifs. Do not make graphics from illustrations or tables that were prepared for publication. They are rarely satisfactory. A good way to test your material is to stand 1 foot away for every inch of original copy width. If you can't read it from that distance, then your audience will not be able to read it either when it is projected.

- **Table Preparation:** Do not use more than three or four vertical columns and six to eight horizontal rows. If there are any more columns or rows, the information will not be readable. Do not use ruled vertical or horizontal lines; they distract the eye and clutter the graphic. Whenever possible, present data using bar charts or graphs instead of tables.
- **Graph Preparation:** Generally, do not use more than one or two curves on one diagram; a maximum of three to four curves may be shown, but only if well separated. Label each curve; do not use symbols and a legend. Do not show data points unless scatter is important.
- Colored graphs are very effective. Color adds attractiveness, interest, and clarity to slide and viewgraph illustrations and should be used whenever possible. If you use color, remember that contrasting colors are easier to see.
- Critically examine every graphic and view them under adverse light conditions before presenting at a meeting. It is sometimes impossible to provide excellent light conditions at meetings.
- An introductory and concluding graphic can greatly improve the focus of your talk.

### **Previewing Power Point or Other Electronic Presentations**

Read section A. above, "Electronic Presentations Using a Computer Projector," for details on Speaker Ready Room procedures and acceptable software and media types. When animating text use right to left builds. The eyes move naturally from left to right as one reads.

### **Previewing Viewgraphs**

If you would like to preview your viewgraphs in other than the Speaker Ready Room, you may use one of the overhead projectors set in an oral session room either before 0730 or during the lunch break from 1200-1230.

### **Previewing Slides (35mm Projector No Longer Provided as Standard Equipment)**

For presenters who place a special order for the use of a 35mm slide projector (no longer provided as standard equipment), a limited number of slide viewers will be located in the Speaker Ready Room. Assemble your slides in one of the carousel trays provided. In the session room, place the carousel (labeled with your name and paper number) on the slide projector just prior to your presentation. After the presentation, you must remove the slides and leave the carousel tray on the projector cart, or return it to the Speaker Ready Room.

## **4. YOUR PRESENTATION**

- Be considerate of the other speakers and the audience by **staying within your allotted time**. The allotted time for your presentation includes 5 minutes for discussion and changeover to the next speaker. Session presiders will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion and adherence to schedule.
- Discuss the same material as reported in the abstract.
- Prepare your presentation in advance so that your ideas are logically organized and your points clear. At the very least, write a detailed outline of your presentation. Address the essential points and leave the details for publication.
- Rehearse. If possible, give your talk to one or more colleagues and ask them for suggestions for improvement. If your presentation runs longer than the allotted time, eliminate the least essential material and rehearse again.
- Give an opening statement to acquaint the audience with the nature and purpose of the study. Speak slowly and clearly. Word choice should be simple: use active words, short sentences. Words should reinforce visual material.
- Use the public address system and speak into the microphone toward the audience. When using the microphone clipped to your lapel, it may be difficult for the audience to hear you if you turn your head away from the microphone. If you need to see what is being shown on the screen, have pictures or copies at the speaker's podium.

## GUIDELINES FOR POSTER PRESENTATIONS

### 5. YOUR PRESENTATION

Poster sessions will be held in the lower level of the Town and Country Convention Center.

To locate your assigned poster board, look for the board marked with the four digits of your paper number.

- Each presenter is provided with a poster board with a useable work area of: **1.2m high x 1.8m wide (4 ft high x 6 ft wide)**. Poster boards have a 2.5 cm (1-inch) frame.
- Posters should be set up between the hours of 0730 and 0830 on the day of your presentation.
- Posters must remain up the entire day. Do not remove posters before 1700.
- Do not remove or cover the 4-digit poster board number.
- Presenters should be available for 1 hour between **0900 and 1100** for morning sessions and between **1400 and 1600** for afternoon sessions.

Leave a message on your board detailing the hours you plan to be at your presentation. After the session, please leave a note on your poster

board as to where you can be reached in case someone wishes to discuss your research further.

- **Posters must be removed by 1800 on the day of your presentation.** Posters remaining after these times will be removed and placed at the

GES Exhibition Services Desk. *OCEANS 2003 will not be responsible for posters and materials left on poster boards after the stated hours.*

- Audio visual and other equipment, if ordered and paid for in advance, will be placed next to your poster board, See section 3 for information about ordering equipment.

- Push pins and other materials are available at the GES Exhibition Services Desk.

### 6. POSTER PREPARATION

Place the title of your paper prominently at the top of the poster board to allow viewers to identify your paper easily. Indicate

1) the presentation number of the abstract,

2) title, and

3) authors names. Highlight the authors' names, e-mail, and address information in case the viewer wants to in contact them for more information.

Prepare all diagrams or charts neatly and legibly beforehand in a size **sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24 point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height)**. Use creativity by using different font sizes and styles, perhaps even color. Use different colors AND textures/symbols (some people are color-blind) for each line or bar contained in your graph or chart. A serif font (e.g. Times) is often easier for reading main text, and a non-serif font (e.g., Arial or Helvetica) for headers and figure labels.

Organize the paper on the poster board so that it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc. The presentation must cover the same material as the abstract. Use squares, rectangles, circles, etc. to group like ideas. **Don't clutter your poster with too much text!** Label different elements as I, II, III; or 1, 2, 3; or A, B, C. This will make it easier for a viewer to easily follow your display. Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

### 7. AUDIO - VISUAL EQUIPMENT AND INTERNET ACCESS

**NOTE: Audio Visual equipment is NOT available for Student Posters.**

Non-Student Poster Sessions may order the following audio - visual equipment and support services that must be placed by 15 August:

- VHS Video Player and 20" Monitor - \$72; • Laptop Personal Computer - \$125
- There is also a charge for Wi-Fi Internet Access, Electrical Service, Table or other furnishings

\* Poster sessions will have access to Wireless Internet via the 802.11B (Wi-Fi) standard. Your laptop must be equipped with a Wi-Fi or 802.11B wireless network card for PCs or an Airport card for Macintosh.

After 15 August 2003, equipment orders will only be taken on-site at the GES Exhibition Services Desk.

*On-site orders will be charged an additional late fee and are subject to availability.*

Equipment may be used only during your active session time (A.M. or P.M.) and not for the entire day.

### 8. GES EXHIBITION SERVICES DESK

A Facilities Desk will be located in the lower level of the Town & Country Convention Center. Staff will be available to assist you. Thumbtacks, push pins, tape, and scissors will be available for your use at this Desk. Additional supplies may be available, however, if you have special needs for your poster presentation, we suggest you bring those supplies with you.