



XXX General Assembly and Scientific Symposium International Union of Radio Science Union Radio-Scientifique Internationale

ICEC – Istanbul Convention and Exhibition Center

Istanbul, Turkey

August 13-20, 2011

If, subsequent to your planning, you find that you are unable to present your oral or poster paper, please let the meeting organizers know. Ideally, try to find someone else to make the presentation. Regardless, please advise both your Commission Chair and/or session Chair and the GA Management Office at the earliest opportunity, and also let them know if someone else will be presenting the paper

Guidelines for Oral Presentation

Please show up fifteen minutes prior to the start of the session, identify yourself to the session Chair(s).

Please load your presentation on the PC provided in the Speaker Ready Room at least two hours before your session starts-remember, you are not allowed to connect your own computer to the projector. Projectors for overhead viewgraphs are not available. It is strongly recommended that speakers plan on a 15-16 minute presentation to allow 4-5 minutes for questions

Papers not presented will be deleted from the final GASS proceedings posted on the URSI website and from IEEE Xplore.

The computer driving the display will be a PC (no Macs will be available).

PPT, PPTX, PDF, DOC, DOCX file types are accepted for the presentations. If you are going to use other file types please contact the secretariat. You should also make sure that any and all graphics, multimedia, or other files used by your presentation are included with your presentation. We kindly ask you to bring your files in a USB flash memory or in a CD.

You need to make sure that your presentation will have all of the fonts and any auxiliary or multimedia files needed, and that these files will be in the right place on the projection machine.

Please use large fonts so they can be read without major effort: typically, at least a 24-point font should be used.

Guidelines for Poster Presentation

Poster dimensions has to be 90cm wide and 120cm high (vertical/portrait). Each paper is allotted one poster board 95cm wide and 235cm high. The number of your paper is found in the program, and will be poster on the upper left corner of the board. Pushpins and tape will be provided.

Your poster presentation should be easily readable from 1.5 to 2 m (5 to 6.5 feet) away, since people will view it standing or as they are walking by. The recommended character size for text and figure captions are 6 to 10 mm (24 to 40 points) high (at least 32 points is recommended), for titles: 15 mm (60 points) high and for subtitles: 10 mm (40 points) high.

Please post your material at noon on the day of presentation, and take it off not before noon and not after 17:00 on the following day, leaving the pushpins on the board. Material not removed will be destroyed.

One of the authors of each poster paper has to be present to answer questions for the entire duration of the poster session.

Poster papers not displayed and discussed will be deleted from the final GASS proceedings posted on the URSI website and from IEEE Xplore.

Secretariat is not able to provide a printing service. Please bring your printed posters with you.

Guidelines for session Chairpersons

Please show up at least fifteen minutes prior to the beginning of your session to greet the Authors and assist them in preparing their material. Make sure you wear your registration tag, and insist that all Authors in your session do the same. Only registered attendees may present contributions.

In oral sessions, you should enforce strict adherence to the timetable by giving authors warning that their allotted time is about to expire, cutting off their presentation if too lengthy, and limiting discussion. All papers must be presented at the time indicated in the program. If a vacancy occurs, please do not move up the following papers, but use the vacant time slot for informal discussions. Interchange of presentations is not allowed.

For both oral and poster sessions, the Chair(s) should fill the session form provided at the beginning of the session by indicating the presented and vacant papers, and the attendance (for oral sessions), then sign the form and deposit it in the box located at the registration desk immediately after the end of the session.

Questions

Please direct any questions you may have or problems you may encounter to:

Prof. Hamit Serbest, URSI GASS General Chair and Associate Scientific Program Coordinator,

Prof. Piergiorgio L. E. Uslenghi, URSI GASS Scientific Program Coordinator.