

## **MIDDLE EAST ACOUSTIC SOCIETY TECHNICAL PAPERS AND PRESENTATIONS REQUIREMENTS FOR PRESENTERS**

- English is the official language of all papers and presentations in MEAS technical conferences and meetings convened in the UAE.
- Please remember that your colleagues are interested in your technical-based solutions to Acoustic, Noise and Vibration problems.
- Please provide a brief (25-50 words) biography for use by MEAS chair to introduce you.
- Content must be original and not of a libelous and defaming nature to any person or company.
- Content cannot be commercial in nature and cannot represent a sales pitch for any product, service, person or company.
- Identification of an author's affiliation in the title and one mention of a trade name or trademark in the body of the paper or presentation are acceptable. Continued use and naming of trade names will be rejected
- Only use EU / ISO / UK / ANSI or AS Standards and the SI Dictionary for consistency with other MEAS and international Acoustic, Noise and Vibration publications.
- Please limit your presentation to twelve slides per each 30 minute allocated presentation time slot, including figures and tables and 5 minutes for questions.
- Any and all claims of “performance” must be supported with a laboratory report or excerpt. Any claim supported by an opinion must not be presented.
- Use MS Word® and MS PowerPoint® to prepare your presentation. Insert, calculations, tables and figures within the paper near their reference whenever possible.
- Presentations must use the MS PowerPoint® template provided by MEAS.
- Please be sensitive to the time and ensure that your presentation starts and finishes on time according to the time allocation provided to you by MEAS.
- Please remember to be fully and technically prepared, understand your audience, and be prepared to quickly customize your presentation to their interests.
- Marketing will not be permitted in any MEAS technical forum or during your presentation.
- Any presentation submitted for review is at the sole discretion of acceptance by the MEAS review committee.
- ALL instructions given by MEAS Technical committee members to modify content must be addressed and re-issued back to MEAS as final prior to acceptance for presentation.
- Presenters may be required to use MEAS presentation equipment loaded with the accepted and locked presentation.