

# Expert Consultation on the Operationalisation of the Caribbean Sea Commission

UWI, Barbados, July 7-9, 2010

## Guidelines for presentations

### General

Presentations will be of 20 15 minutes duration. There will be a maximum of 15 10 minutes for presentation and 5 minutes for questions and turnover of speakers. To facilitate this, we suggest a maximum of 15 12 slides in the PowerPoint presentation. You may use PowerPoint 2007. Experience with the room to be used suggests that a font size of 24pt in PowerPoint is the minimum that can be read from the back of the room and that a larger font is much appreciated by participants.

The purpose of the presentations is to increase awareness among participants regarding the scope of regional organisations and activities rather than to provide details of activities, i.e. the intention is to develop the 'big picture' of regional governance. Therefore, unhurried synoptic presentations are more likely to have an impact on the group thinking and to feed into the discussions. If you wish to share additional detail with participants, handouts can be provided.

### Specific suggestions

#### Country specific presentations

Country specific presentations for the large countries with extensive marine science capacity (Venezuela, Cuba, Mexico) should seek to provide participants with an overview of the way that marine science is structured and managed in the country. This would include government, university and NGO capacity. Insights into the handling of data and information and how this is used to generate advice at the national level for decision-making would be helpful if time allows.

#### Regional organization roles

Organizations that have been invited to speak on their role in ocean governance should seek to provide a brief overview of the organization's mandate, and to address directly the ways in which their organisation contributes or could contribute to ocean governance as an information manager/provider, an advisory body and/or a decision-making body. Efforts at networking and maintaining linkages would be useful if time allows.

#### Data and information managers and providers

Please describe systems that are in place, under development or planned in your organisation or project, and mechanisms for networking and sharing information with other systems.

### Abstract

There will be a published report of the meeting. It will include abstracts of the presentations. The title should be no more than 350 words including title and authors name and affiliation. Presenters are requested to send their abstracts in advance or bring them to the meeting (in MS Word).

### Logistics

Please name presentation files beginning with your surname and then the presentation title (e.g. jones\_barbados coastal information system). If possible, it would be appreciated if you could email presentations to [rmahon@caribsurf.com](mailto:rmahon@caribsurf.com) advance. Kindly compress all graphics and photos to print resolution to reduce file size