

Term of Reference for Presenters

The 15th Southeast Asia Astronomy Network (SEAAN) Meeting

Bandung, Indonesia, 13 - 15 October 2025

Presentation Format

Invited Speakers

- Presentation materials must be prepared in English.
- The time allocated to each invited speaker is 30 minutes (including Q&A).
- We recommend allocating at least 5 minutes for the Q&A at the end of the allocated time.
- There will be a timekeeper during the talk to notify when the remaining time is 10 and 5 minutes.
- To ensure your presentation runs smoothly, please submit your presentation two days prior to your presentation by uploading your presentation file to [this google drive](#) (inside the folder labeled after your name).

Oral Presentation

- Presentation materials must be prepared in English.
- The time allocated to each speaker is 15 minutes (including Q&A).
- We recommend allocating at least 3 minutes for the Q&A at the end of the allocated time.
- There will be a timekeeper during the talk to notify when the remaining time is 5 and 3 minutes.
- To ensure your presentation runs smoothly, please submit your presentation two days prior to your presentation by uploading your presentation file to [this google drive](#). Name your presentation file as follows: lastname_oralnumber.

Poster Presentation

- The standard format of a poster follows that of an oral scientific presentation and at least includes Introduction, Methods/Approaches, Results, and Conclusions.
- Presentation materials must be prepared in English.
- Please make sure that the poster is printed on A0-size paper (841 x 1189 millimeters).
- Two poster sessions will be available for all posters, during day 1 and day 2 (see the conference program for details).
- Authors are asked to put up their posters as soon and to take them down as late as possible, to enable the conference participants to view their posters at any time within the allocated times.

Important Notes on D Day

General

- Invited talks and oral sessions can be accessed by all participants. A breakout room will be provided for online participants for parallel sessions.
- Public lectures will only be available for on-site participants.
- Poster sessions will only be available for on-site participants.
- Coffee breaks, lunches, and one conference dinner will be provided for all on-site participants during the allocated time (see Conference Program).
- Online access is limited to overseas participants. The link for the Zoom sessions will be provided to the overseas participants a week before the conference dates.

On-site Presenter Participants

- Speakers must meet with the Session Chair in the session room where the session is to be held 10 minutes before the session is due to start.
- You are not required to stay in the room for the entire session; However, you will need to stay in the room before your presentation.
- All presentations must be delivered in English.
- A technician will be available to assist speakers and to load the presentation file prior to the start of the sessions. It is recommended to use the device provided by the organizer.
- Note for Keynote's users, anticipate the incompatibility with the available operating system. It is recommended to also prepare your presentation file in PDF format.
- If presenters wish to use their own devices, please make sure to join Zoom session and use the zoom's share screen feature so that the online participants can see the presentation. Please make sure to ask for the link of the Zoom session before the start of your session.

Online Presenter Participants

- Speakers must stand by in Zoom at least 15 minutes before the start of their session and notify the host to test the display and the sound.
- If there is any trouble with the share screen, a technician will be available to assist speakers in loading the presentation file from the organizer's devices.