

SPEAKERS PREP GUIDELINES

In order to ensure that all oral presentations run smoothly we have prepared some notes to guide you through the process.

Speakers Preparation Room: Room 1.52

Opening times:

Monday 18 June	07h00 – 17h00
Tuesday 19 June	07h00 – 17h00
Wednesday 20 June	07h00 – 17h00
Thursday 21 June	07h00 – 17h00

Uploading of Presentations

There will be PCs and technicians available in the Speakers Preparation Room to check your presentation and to load your presentation onto the system.

A central computerised system will manage all projections and will send the presentations to the assigned meeting rooms automatically. This method guarantees easier management, a higher quality of projections and a quicker and smoother running of the presentations.

Technicians will be on hand in the Speakers Presentation Room to assist with the transfer of presentations into the central system and meeting room network.

When the transfer is complete, the technician will test the presentation to check whether the presentation runs correctly and all parts of the presentation are transferred.

Speakers must upload their presentations at least **two hours**, but preferably more, prior to their session time slot.

All files need to be handed in on a USB stick. The support technicians will check fonts, formats, video clips and sound to make sure your presentation is correctly formatted. No late changes can be made inside the meeting rooms where the session takes place.

During the session

Each session venue will be on a Windows PC that can run PowerPoint. The use of personal laptops (MAC and PC) for presentations will not be allowed.

In each presentation room, a technical assistant starts each presentation at the allotted time. Once the presentation is launched, the speaker has control and can navigate with a remote device. A wireless remote laser pointer & slide progressor will enable presenters to either advance or return to previous slide(s). The forward and return keys will be clearly indicated on the remote. As there will be NO keyboard or mouse to progress your slides, please ensure that all media files are set to start "automatically" and NOT "when clicked".

Please note that there will be no presenter view, so if you require notes please print them out beforehand. A comfort monitor displaying time will be clearly visible in the main venues.

Keeping to time

It is courteous to keep to your allocated time. Failure to do so will have a major adverse effect on all subsequent timings for the session and is a discourtesy to fellow presenters and audience members.

If you are in a Special Session, the session organiser will communicate the length of time for your presentation directly with you.

If you are in a General Session, the time limit for the oral presentation is **8 minutes plus 3 minutes** for Q&A. This will be strictly enforced by impartial timekeepers and you will be cut off if you go over your time limit as there will be another speaker waiting for his/her turn. So please ensure that you are able to deliver your key message succinctly in 8 minutes.

Prior to the conference - Developing your presentation

Presentations should be prepared in PowerPoint for PC or MAC.

It is better to use of standard Windows fonts.

Presentations will fit the screen best if they are in landscape format.

If you have additional material, please create a folder with all images, video clips, spreadsheets and the PowerPoint. Please make sure that all embedded files / video clips are saved as independent files within the same folder as your presentation.

Videos: All video files should be formatted in mp4.

Images: Images with .gif and .jpg extensions are recommended. Do NOT save the pictures as BP or TIFF (the size of the file will be too big).

Hyperlinks: If you use hyperlinks to websites in your presentations, please download the website to your USB-stick.

Spreadsheets: Save the spreadsheets (Excel) used in your presentation on your USB-stick.