



## Oral Presentation Guidelines

Each room will be equipped with a projector, screen and laptop. It will not be possible to use your own laptop during your presentation.

If you have prepared your presentation on a Mac please ensure you bring a windows compatible USB stick and any necessary conversion cables.

The optimal format for oral presentations in PowerPoint is 16:9 (widescreen).

Speaker Preview is located within the Etime Room on Level 0, the same level as registration (less than a 2-minute walk from registration).

Oral presenters **must** check in their presentations at least 2 hours prior to their session start time. For those who are presenting in the first session of the day, please upload your presentation the day before, if at all possible, or by 08:30 in the morning.

Speaker Preview will be open at the following times:

Sunday, 6 October	08:00 to 19:00
Monday, 7 October	07:00 to 18:00
Tuesday, 8 October	07:00 to 18:00
Wednesday, 9 October	07:30 to 17:00

Prior to the start of your session, we would be grateful if you could check your uploaded presentation on the PC in the session room and introduce yourself to the Chair. An audio-visual technician will be available in the room to assist with any issues with your presentation.

Oral presentations from accepted abstracts will be 15 minutes long and this should include 3 minutes for questions. Invited presentations are allocated 30 minutes, including 5 minutes for questions.

Please rehearse your presentation to make sure you present within this time, as it is vital that the programme runs to time. Also, some delegates may wish to move between presentations. The Chair will interrupt and ask you to stop if you overrun.