

General Presentation Guidelines



Preview Facilities

The Speaker Preview Room will open from 7.30 each day of the conference and presentations should be handed in here the afternoon before for morning presentations and between 08:00 and 12:00 for an afternoon session the same day. Speakers who are presenting on the first morning of the conference need to check into the Speaker Preview Room at the earliest opportunity

Due to strict time constraints between sessions it will not be possible to amend slides in the meeting rooms. Could all speakers please ensure that any amendments are completed in the Speaker Preview room prior to the start of their session.

The Speaker Preview room is equipped with Windows PCs running PowerPoint 2010 and supported by PowerPoint technicians.

Presentations may be transferred via USB device, CD-R, DVD. Additional PC's may be available for rehearsal.

Facilities to preview and present with video tape, DVD are available by prior arrangement only.

During busy periods, if your session is more than one day ahead, you may be asked to return at a mutually convenient time.



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To clearly identify your presentation, if you have the correct information please save it as the following

Hall, day, time & your family surname.

H1_wed_13:45_smith

Please ensure your first slide is a title slide stating - your name, presentation title and affiliation.

Video files used in the presentation should be saved to the same storage media as the main .ppt file.

If the video is embedded as part of the powerpoint file, can you bring the video file as a separate file, this will save time if we need to extract the file for reformatting.

If your video has non-standard codecs used to render and playback video files please include these with the presentation.

Inserted image files - the final display resolution will be 1920 x 1024 pixels, therefore it is unnecessary to insert graphics at a higher resolution as it will not enhance the image

Graphics, written or tabular material must be of adequate size to be clearly visible to all delegates, even at the back of the hall. In general, it should not exceed 5-6 lines of bold print containing 6 - 7 words per line. If a larger amount of information needs to be presented, it should be split into several slides.

If speakers have any doubts about procedures, always seek advice from the technical staff within the Speaker Preview room.

