Information for speakers
Digital projection will be from a PC running PowerPoint 2016 on Windows 10
There will **not** be a facility to plug laptops into the AV system in the auditorium.

Screen aspect ratio
Screen aspect ratio is **16:9**.

Mac Users
Save your presentation in .pptx format
Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PC).
Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PC).
Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PC).
If possible test your presentation on a PC before sending

Naming your file
Please name your file according to the following format:
Day-abstract number-name

Slide handover
Please upload your slides in advance of the meeting using the link below.

[Upload slides here](#)

Your slides should also be brought on a memory stick.
Please visit the AV desk in the Congress Centre foyer to check receipt of your slides at least 2 hours in advance of your talk (or the day before if you are speaking first thing in the morning).

AV Desk opening times:
Saturday 27 June: 12:00-19:00
Sunday 28 June: 07:45-18:30
Monday 29 June: 07:45-18:00
Tuesday 30 June: 07:45-12:30

Presentation times
Please refer to your correspondence with the meeting organisers if you uncertain about how long you have been allocated for your talk. In general talk times are as follows:
Invited speakers: 30 minutes total (25 for presentation and 5 for questions)
Oral communications: 10 minutes total (7 for presentation and 3 for questions)

Please note that there will be rigorous timekeeping throughout and you will be stopped if you continue beyond the time given.

Videos
Video files in the following formats can be accepted:
AVI, MPG and WMV

1. Place both the ppt presentation and video clip file in a folder named according to the convention above
2. Embed the video clip (from that folder) into your PowerPoint presentation
3. Zip the folder
4. Name ZIP file according to the file-naming instruction above
5. Send it as detailed above

Please also bring a copy of the video with you as a separate file in case of any problems.

Slide content and design
Material on slides must be of an adequate size to be seen clearly by all delegates.
It is recommended that each slide contains no more than seven lines of text and no more than seven words per line.
If showing graphs, tables or charts:
- Do not make them too crowded
- Complex figures should be broken up into series
- Limit the number of captions
- Use rounded figures

As a rough guide, we suggest you allow no more than two slides per minute of your talk.
Slides are easier to read when there is a high contrast between the text and the background.
Yellow or white text on a mid to dark blue background works particularly well. Avoid black text on a white background (eg photographs of typed pages).

Disclosure
All presenters must include details of any potential conflicts of interest on their slides or posters - you must include details of any company support given, whether in conducting the research, analysing the data or preparing the presentation. Speakers must also announce these disclosures at the beginning of their talk.

If you have any queries about these arrangements please contact the conference organiser:
Janet Crompton