



Information for speakers

Screen aspect ratio

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

Naming your file

Please name your file according to the following format:

Day_abstract number_your last name

Please [see the full programme](#) if you are unsure of your abstract number. If there is no number associated with your presentation (eg for pre-conference events) please use day_your last name_topic/session.

Slide handover

There will **not** be a facility to plug laptops into the AV system in the auditorium.

Please upload your slides in advance of the meeting using the link below:

[Upload your slides here](#)

If you prefer you can also send us the file via your preferred platform, eg WeTransfer, Dropbox etc. Please send to iccbh@ectsoc.org.

Your slides should also be brought on a memory stick.

Please visit the AV desk in the auditorium 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).

Presentation times

Please refer to your correspondence with the meeting organisers if you are 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.

Mac Users

- Save your presentation in .pptx format (see below if you use Keynote)
- Use a common font, such as Arial, Times New Roman, Verdana etc
- Insert pictures as JPG files
- Use a common movie format, such as AVI, MPG and WMV
- If possible test your presentation on a PC before sending

Keynote files

Convert to .pptx by doing the following:

1. Open the file in Keynote
2. Go to File, Export
3. In the window that comes up select Powerpoint and then .pptx
4. Click next
5. Give a name for the file and the folder you want to export to
6. Click export

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 us at iccbh@ectsoc.org.