

INFORMATION FOR SPEAKERS

Website

Click [here](#)

Location

Bernard Sunley Lecture Theatre, St Catherine's College

Slide handover

Please see the technician during one of the breaks to hand over your slides.

Please do this AT LEAST 2 hours before your session, and if possible the day before.

DO NOT bring your presentation on a laptop as there is not enough time in the programme to switch presentation computers.

The presentation computer will be a PC so convert Mac files in advance if necessary.

Presentation times

Please [view the programme](#) and refer to your correspondence with the meeting organisers if you are uncertain about how long you have been allocated for your talk.

Invited talks

Talk times vary ([see programme](#)). In general invited speakers should allow at least 5 minutes for discussion at the end of their talks.

Oral communications

8 minutes in total, of which 5-6 minutes are for your presentation and 2-3 minutes for questions.

Please note – you will be stopped if you over-run your presentation time!

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.

Videos

Please see following information about the file types playable with the media players:

- Windows media player version 12 <https://support.microsoft.com/en-gb/help/316992/file-types-supported-by-windows-media-player>
 - VLC version 2.1.5 https://en.wikipedia.org/wiki/VLC_media_player
1. Please test all videos before your presentation to avoid possible unforeseen technical problems and hand over your slides to the technician as far in advance of your talk as possible.
 2. Recommended format for video files is MP4. MPG and WMV can also be used.
 3. Place both the ppt presentation and video clip file(s) in a folder named according to the convention above
 4. Embed the video clip(s) (from that folder) into your PowerPoint Presentation
 5. Save the ppt presentation and video clip(s) to a USB stick to bring with you

Mac Users

Follow the same instructions as above for inserting movies, PLUS:

1. Save your presentation in .pptx format
2. Use a common font such as Arial, Times New Roman, Verdana etc (special fonts might be changed to a default font on a PC)
3. Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PC)
4. Use a common movie format, such as MPG and WMV
5. If possible, test your presentation on a PC before sending, we recommending checking on Office 2010

If you have any queries about these arrangements please contact the meeting organiser:

Janet Crompton

[Email](#)

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