

INFORMATION FOR ORAL PRESENTERS

Audio-Visual Facilities

Meeting rooms will be equipped with a computer and LCD Projector. PowerPoint presentations should be compatible with Windows Office XP.

To avoid delays during sessions, the use of personal laptops is not encouraged unless the PowerPoint file has been created on a Macintosh computer.

Presenters using Macintosh laptops must bring their own adapters.

Pre-loading PowerPoint Files

Presenters are asked to attend a dedicated session on **Sunday 2nd September** during which they can upload their presentations. **This will be the only period during which there will be dedicated technical support.** The session will run between 16:00 and 20:00.

Please note that there will only be one technician available across the three streams during the conference.

Please bring your presentation to the conference on either a CD or USB memory stick. Files will be transferred by the technician to the computer in the meeting room(s).

Presentation Timings

The time allowed for each presentation will be set out in the conference programme, which will be available shortly on the conference website. The full time allows for introduction by the session chair and audience questions. In general, invited talks have 30 minutes, to include 5 minutes Q&A, whilst submitted talks have 15 minutes, to include 2 minutes Q&A. Please ensure that you keep to the allowed times so that sessions do not overrun. This is particularly important in parallel sessions where delegates may be moving between sessions.