



ORAL PRESENTATION GUIDELINES

Language

English

Presentations format

PowerPoint (PC/Mac)

Please note that if there are movie clips included in the presentation file, then the original movie files must also be supplied as separate files.

Speaker Presentations

Presentations files must be uploaded to the desktop computer in the presentation room before the session begins. Please note that presentations should **ONLY** be uploaded on the day of your presentation. All presentations will be cleared from the computers at the end of each day, so ensure you upload your presentation on the day of your scheduled time slot.

There is no centralized speaker preparation room. Check your presentation into your assigned presentation room only. **Refer to the final programme on the conference website for complete session details.** Volunteers will be available to assist you in all session rooms. Presenters should not use their own laptops; presentations will be loaded onto the session room computer. It is recommended to bring your presentation on a USB memory stick and, if possible, carry a backup USB version in case of file corruption.

NOTE: If your presentation includes movie clips, you must bring the original movie files along with the PowerPoint file, or the clips may not run.

Presentation Timing

Presenters are asked to make their way to the room in which they are presenting a minimum of ten minutes prior to the start of the session to allow them to meet the session chair and upload their presentation to the computer in the room. The chair will remind the presenter of their timings before the start of the session. **All oral presenters have 15 minutes for their presentation**, followed by a period for questions from the audience.

Keeping to Time

The programme contains a high number of presentations. It is therefore imperative that the sessions start and finish on time. Please ensure you keep within your allocated presentation time; otherwise, the session chair will ask you to conclude.

Audio Visual Support During Presentations

There will be volunteers in the room to help you if any problems occur with the audiovisual equipment. Please seek their support if you require this at any time during your presentation.

Photographs

Please note that some sessions may be photographed for further EMAC promotional use.