Information for Speakers

Thank you for agreeing to present your research at the Congress. Please take a few moments to read through the following important information:

- All the scientific sessions will be in the Examination Schools, 75 High Street, Oxford.
- Presentation will be by data projection using PowerPoint from a PC/laptop (preferred screen format 4:3 but 16:9 is also fine) in each of the four meeting rooms, as scheduled. You can find your session number, presentation room, date and time on the Congress website.
- **Macintosh will not be available.** Therefore, please save your presentation in PC-compatible PowerPoint format.
- In the interests of time, the use of your own laptop will not be possible. Furthermore, we strongly discourage the use of videos in your presentation.
- Your presentation is best brought in a memory stick/pen drive. Please leave it at the registration/reception desk, labelled with your surname and initials (e.g., Warrell DA). We will need the **FINAL** version of your talk at least a day before your presentation. If your talk is on 26th September, please leave your presentation with us at the time of registration on 25th. Please ensure to scan your memory stick for viruses beforehand.
- You may check your presentation on the computer in the Speakers’ Room (Room# 10, or Room# 5a on 25th). The Speakers’ room will be open all day during the scientific session. You may check your presentation yourself anytime; however, if you need assistance, please contact the reception desk. For presentations on Saturday 26th September, please do this immediately after registration on Friday 25th.
- We will upload your talk onto the PC in the folder of presentations for the appropriate session the next day.
- Please also bring your presentation in a 2nd memory stick at the time of your session as a back-up against inadvertent loss.
- **STRICT TIMING IS ABSOLUTELY CRUCIAL!** You MUST complete your talk within the allocated time. Presentation formats are 12+3 minutes for a 15 minutes talk, 15+5 minutes for a 20 minutes talk (Guide: for a 12 min talk, 9-10 slides maximum; for a 15 min talk, 12-13 slides maximum). Speakers who go on too long threaten to ruin the meeting! Please allow at least 2-3 minutes for questions at the end of your talk.
- Please don’t be late for your session.
- Before your session, be sure to introduce yourself to the chairpersons.
- If you do not wish your talk to be tweeted please inform the audience at the start of your talk.

Thank you!

David Warrell and Eddie Rowan
(Congress Co-Presidents)