

GUIDELINES FOR ORAL COMMUNICATIONS

IMPORTANT INFORMATION

Presenters should remember to include unpublished data and **not** to include background information. You will be requested to upload your presentation to a protected server in advance of the Congress.

All technical aspects of your presentation will be managed by an external company and you will receive an e-mail from them in good time before the Congress with instructions to upload your presentation, as well as detailed information about their services. If you are an Apple Mac user, you **must** notify the external company in advance.

Presentations must be in PowerPoint format only, and video will be accepted but please remember it will not be embedded into the PPT file so you need to upload them separately.

Planning for oral communications

Please refer to your acceptance letter for the exact timings for your presentation. Due to tight program schedules, session chairpersons have been instructed to interrupt speakers who overrun their allocated time. Please therefore ensure that you plan your communication carefully. If you are interrupted, please be understanding of the requirement to keep to time. Unless you have specifically been notified otherwise, you have a TOTAL OF 5 MINUTES for your talk. Time has been allocated in each session for questions and discussion; you will be expected to be available to participate in this discussion.

All talks must be in English.

Please bring a back up copy of your PowerPoint presentation with you to the Congress and check in at the speaker preparation facility to check your presentation.

PRESENTATION TECHNOLOGY:

A network-based presentation system will be employed for the conference, along with a software interface which will ensure the quality of all presentations. All rooms are equipped with the necessary technical requirements (presentation notebook, projection and audio facilities), and additional back-up systems. **Please note that in no circumstances will personal laptops be permitted.**

Presentations should be uploaded to the server in advance, however where this has not been possible, they can be uploaded on-site in the speakers' preparation room via CD/DVD or USB stick.

After the conference all submitted files will be deleted from all storage media.

Presentation format

ONLY MS-PowerPoint (*.ppt and *.pptx) presentations are accepted. Make sure that you upload ALL files required to run your presentation, particularly if you are using video clips. Video is acceptable, and can be incorporated in the presentation software, however video files must be attached as they cannot be embedded into the presentation. Please remember to embed fonts also.

Presentations will be delivered to each session hall via a centralised and networked system, so it is ESSENTIAL that you visit the speakers' preparation room **at least four hours before** your allocated session to check your presentation (the day before for any presentation prior to first coffee break).

For very complex presentations, special arrangements may need to be made. If you think you will need special assistance please contact the external company.

AT THE CONGRESS

All presenters report to the registration desk on arrival. You will collect a wallet, which will include any late announcements pertaining to your oral presentation. If you have any questions, please visit the speakers' preparation room for assistance.

Speakers' preparation room

Preview facilities and specialised technical support will be available in the venue's Speaker Preparation Room.

ALL speakers must check in at the speakers' preparation room **no less than 4 hours prior** to the scheduled session time, preferably the day before. In the event that you are arriving at the Congress on the day of your presentation, you should visit the speakers' preparation room as soon as you arrive at the Congress venue.

IMPORTANT – RECORDING:

Please note that it is increasingly difficult to prevent audience members from recording sessions to listen to again once they are offsite. Delegates are asked to request permission from presenting authors they wish to record, **in advance of the presentation**, however this is difficult to enforce. ISUOG can take no responsibility for third party recordings of lectures and request that speakers who specifically object to audio/video recording of their presentations state this before their presentation.

ISUOG will be recording key lectures for the benefit of members and other website users after the event and you may be asked to give your consent to such recording and broadcast. In the situation that your material is used it will remain fully acknowledged to, and copyright of, you as the author.

PRESENTATION TIMES

Please refer to your acceptance letter for the exact timing of the session in which your Oral Communication will be presented.

GUIDELINES FOR PRODUCING POWERPOINT PRESENTATIONS FOR ORAL COMMUNICATION

CONTENT

- Please prepare presentations according to the example provided
- Present NEW DATA ONLY
- Oral communications should not include any background to the research or reviews of previous studies, as this will be covered by the session chairperson as necessary
- Do not present overly complicated figures as there is not time to explain them fully
- You may use video but remember to attach at upload all the files required to run the video presentation

LAYOUT

- Keep slides simple and concise – do not present too much information on any one slide
- As far as possible use just one or two colours on a plain coloured background for maximum impact
- Put any conclusions/summaries in a prominent panel

FONT

- Use as large a font as possible and no less than 16 point
- Avoid capital letters except at the beginning of sentences and proper nouns
- Avoid underlining
- Use a bolder, larger typeface for the main titles and headings. It can be effective to use a different typeface for headings and subheadings
- To emphasise text, use a bold or italic font

Further assistance

Technical questions can be directed towards the external company once you have received an email with further details.

If you have any other queries regarding your presentation please contact the Congress Secretariat prior to the Congress:

E: congress@isuog.org

T: + 44 (0)20 7471 9955

F: + 44 (0)20 7471 9959.

Thank you for your valuable contribution to this Congress.