

GUIDANCE NOTES FOR ORAL PRESENTATIONS

- All presenters must register for the conference. Pick up your registration pack from the conference registration desk (**in the Auditorium Maximum Foyer**) on arrival to the conference venue.
- Make a note of the lecture room (and time) where you will presenting.
- All lecture rooms have PowerPoint facilities. If you have a PowerPoint presentation, please save it in Office 2003 Windows XP format. Please bring it for loading in the room where the presentation is scheduled, at least 15 minutes before the session.
- We recommend that you have copies of a handout with your details and a summary of your presentation to give to interested delegates after your talk.
- We recommend you bring back-up copies of your presentation on USB stick.
- All those giving oral presentations are encouraged to familiarise themselves with the lecture theatre in which they are presenting in advance of their session.
- Introduce yourself to the session chair.
- Oral presentations should be 15 minutes, followed by 5 minutes for questions/discussion.
- The session chair will use '5 minutes left' and 'Stop now' cards to help you keep to time.
- Please do not go over your allocated time.