

Guidelines for Presenters

PAPER PRESENTERS

Loading up your presentation

All presenters are asked to use PowerPoint only for their presentations. Please bring your presentation to the conference on either a CDROM or USB memory stick.

Please load your PowerPoint presentation well in advance of your session to ensure the conference will run smoothly.

Technical support staff will be located in the office near the registration desk.

The presentations will be transferred from this computer to the computers that are setup in each room.

Please load your presentation before the conference begins in the morning.

Immediately before your session

Please go to the room 15 minutes before your session begins to meet your Chairperson.

A computer and data projector will be set up in each room and will be managed by a technician. Please confirm your PowerPoint set-up with the technician and familiarise yourself with the audiovisual equipment.

During your presentation

Keynote speakers

You have been allocated 20 minutes for your presentation.

To ensure your presentation finishes on time your Session Chair will ring a bell once when you have 3 minutes remaining and will stand up when there is 1 minute remaining. They will require you to STOP when your allocated time is up. Please keep strictly to time and pay attention to the chairperson. They should pay respect to the sentiment of the next speakers.

There will be a 5 minute group question time after all the speakers in your session have made their presentations.

Speakers in concurrent sessions

They should be registered delegates.

Except for the guest speakers, all speakers should be members of ISOPARB.

You have been allocated 12 or 15 minutes for your presentation.

To ensure your presentation finishes on time your Session Chair will ring a bell once when you when you have 3 minutes remaining and will stand up when there is 1 minute remaining. They will require you to STOP when your allocated time is up. Please keep strictly to time and pay attention to the chairperson. They should pay respect to the sentiment of the next speakers. First slide of the PPT should contain the Biodata with a photograph of the speaker.

There will be a 5-10 minutes question time following each presentation. During the question time there may be movement of delegates between concurrent sessions.

Formats:

Acceptable **formats** for presentations:

PowerPoint (.ppt, pptx)

Adobe Acrobat (.pdf)

The following **media formats** will be accepted in the Speaker Ready Room:

USB Flash Memory Drive
DVD+-R
CD-R and CD-RW

Images: The size of the screen will be 1024 x 768 pixels, meaning that any image with more pixels in the X or Y coordinate that is more than that will not be displayed. The image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) which are created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:

Format = (.jpg)

Recommended Size = (800x600 pixels)

Compression Setting = 8 (High quality)

Use the “Insert” feature of PowerPoint to add images to your presentations. Do not copy/paste them into the slide or click and drag.