



## **Guidelines for speakers and presentation submission**

### **Technical programme**

The technical programme is organised into a series of themed sessions linked to the conference themes. Larger themes are split over several sessions. The sessions are designed to provide an opportunity for each speaker to present a brief summary of their paper's research and/or practice contribution, while also providing time for discussion, chaired by a nominated chairperson. As with any other recognised international conference, there is power beyond learning in meeting peers face to face. Take advantage of all the opportunities the conference presents. In order that the technical sessions run smoothly, it is important that all speakers and chairpersons adhere to the following guidelines. A copy of the programme is available to download from the conference website and will also be given to all delegates when they register at the conference venue.

### **Guidelines for speakers**

All speakers should arrive at the session room 15 minutes prior to the start of their session. Please make yourself known to the chairperson at the beginning of the break before your session. We strongly encourage you to take advantage of the Tea, Coffee, Lunch or Evening Programme events to meet your chairperson, discuss how you will be introduced, receive critical information on session arrangements and meet fellow speakers in your session.

### **Talk details**

Talks are presented in English and we do not have translation facilities. There will be 10 minutes available for each talk (as well as approximately 5 minutes for questions/discussion). However, this might vary depending on the number of presentations on the day. Accordingly, your Chairperson will confirm the timing at the beginning of the session. The chairperson of your session will terminate your talk when your time is up. Rehearse your talk beforehand to make sure that you have enough time for everything you want to say. You may or may not use a supporting presentation (see Audiovisual Aids below).

Substitute speakers are discouraged. If the paper is presented by a substitute, he or she must be sufficiently familiar with the material being presented to answer questions from the audience.

### **Audio-visual aids**

In order to ensure that sessions are run in a timely manner, each speaker is limited to 10 minutes, with some additional time for questions. It is usually only possible to present a maximum of about one slide per minute of the talk and complicated slides can take significantly longer.

All presentation rooms will be equipped with a PC and a Data Projector. Larger rooms also include a microphone. Please prepare your PowerPoint presentations in \*.ppt or \*.pptx format. PowerPoint presentations can be read from most memory sticks. Other types of drives are NOT available. Animations or video clips, if used, have to work within PowerPoint and not rely on additional software. We recommend that you consider carefully whether you really need animations, videos or sound as part of your PowerPoint presentation. They often go wrong on a strange machine and this can be very disruptive to your short presentation. If you feel you must have these things, please contact the registration desk so that we can arrange a trial on a conference PC and projector. Please note that delegates are not permitted to use their own laptops to run presentations during the sessions.

### **Submission of PowerPoint presentation**

Please bring your slides in a pen drive and speak with the relevant technical person in charge of your session (every session has a technical person), who will upload your slides to the computer, ready for the session.