



GIREP-ICPE-EPEC 2017 GUIDANCE NOTES FOR SPEAKERS

- Presentations should be formatted to fit a widescreen with the size of 16:9 for all presentations
- A laptop is provided in each session room
- Please note that no personal laptops will be allowed at the podium.
- Please have your presentation on a USB stick, individual laptops cannot be linked to the in-house AV
- All speakers are requested to transfer their presentation to the conference laptop located in each meeting room **at the very latest by the first coffee break on the day of their presentation.**
- It is each presenter's responsibility to know the time and room they are presenting in and ensure their presentation is loaded in the correct meeting room.
- Please load and quickly test all presentations during coffee/lunch breaks and before sessions begin – this is to ensure that if there are any difficulties, there is time for the AV technicians to rectify the issues before sessions begin.
- Should you have any difficulties in the meeting rooms, please report this to the AV volunteer managing your room who will then assist you.

Operating System

- **The operating system on all computers at the conference is Windows 7 SP1. All computers will run Office 2013. All presentations should be in PowerPoint or some other presentation tool compatible with this operating system.**
- If you are using a Mac to create your presentation, use Powerpoint version 2010 or later. Please have your presentation on USB stick, if you have any difficulty loading this onto the laptop, please let the AV volunteer know that it was created on a Mac computer.
- Should your presentation contain embedded DVDs, require sound or any other audio or visual requirement, please notify the congress secretariat and we will put you in touch with our AV technicians directly.

Oral presentations

- All oral presentations are 20 minutes long: 15 minutes for the talk and 5 minutes for Q&A.
- Speakers are asked to strictly adhere to these timings out of courtesy to other speakers.
- Each session will have a chairperson to monitor timekeeping. When you get near the end of your allocated time, the chairperson will inform you of this and ask you to finish your presentation. Please comply with chairperson's requests.
- All speakers must be in their session room at least 10 minutes before the start of session. Please identify yourself to the session chairperson so that they are aware that all speakers are present before they start the session.
- All speakers are asked to remain in the room until the entire session is finished, if there is time at the end of the sessions further Q&A sessions may take place.

We look forward to welcoming you to the conference.

Please ensure that you have uploaded your presentation prior to your talk in the session room. This is to ensure that any issues or formatting problems that may arise can be dealt with in a timely fashion. We strongly request you take note of this to ensure smooth running of the programme.

If you are unsure where you are presenting, then please log onto the on-line programme at www.girep2017.org to check the time and place of your presentation.