

ESAFORM 2017

GUIDANCE NOTES FOR SPEAKERS

- All speakers are requested to have their presentation loaded to the conference laptop located in each room **at the very latest by the coffee break before** their presentation.
- Presenters should know the time and room they are presenting in, inform the technician of this and ensure their presentation is loaded in the correct meeting room.
- Please note that no personal computers will be allowed at the podium.
- There will be a laptop provided in each session room
- Please have your presentation on USB stick, individual laptops cannot be linked to the in-house AV
- Presentations should be formatted to fit a widescreen with the size of 16:9 for all presentations
- Please liaise with your room technician before each session for pre-loading of presentations
- 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 volunteer managing your room who in turn will contact an AV technician who will be available to assist you

Operating System

- The operating system on all computers at the conference will be Windows 7 Professional and running office 2013. All presentations should be in PowerPoint or some other presentation tool (example Prezi) that is compatible with this operating system
- If you are using a Mac to create your Power-point Presentation, this must be made in Power-point version 2010 or later. Please have your presentation on USB stick, if you have any difficulty loading this onto the laptop, please let the volunteer know to advise the technician that it was created on a Mac Computer.
- Should your presentation contain embedded DVDs, require sound, live internet connection or any other audio or visual requirement, please notify the congress secretariat and we will put you in touch with our technicians directly.

Presentation

- All oral presentations will be a total of 20 minutes. 15 minutes for power-point presentation and 5 minutes for Q&A.
- Speakers are asked to strictly adhere to these timings out of courtesy for other speakers.
- Each session will have a chairperson to monitor timekeeping. Should your presentation run over, 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.

Dropbox Link

Please see a Dropbox link where speakers can upload the presentation as a backup to your USB key.

<https://www.dropbox.com/request/mT7JcPZVYXAp1Fpv8mi>

Please use your paper number as the file name – there are no separate folders. You will only have access to your own presentation that you have uploaded.

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, at the latest by lunchtime the day prior to your assigned presentation slot. This is to ensure, should any issues or formatting problems arise, they can be dealt with in a timely fashion. We strongly request you take note of this in order to ensure smooth running of the programme.

Should you be unsure where you are presenting, then please log onto the on-line programme at www.esaform2017.com to check the time and place of your presentation.