

Technical Session Presenter Guidelines – Please read ALL instructions carefully

Recommendations for Organisation of Oral Presentations

Please note that programme time is limited:

Presenters in Technical Sessions have a **maximum of 10 minutes presentation time** (excluding questions). This time limit is absolute and will be strictly controlled. To avoid your own embarrassment, do not try and exceed this allowance. The Session Chairman will determine how questions and discussion will be addressed in that session.

The Technical Session to which your presentation has been allocated is detailed on your acceptance email. You should plan your presentation carefully and co-ordinate each section of your lecture with your presentation. You should select your vocabulary to address as wide an audience as possible. The recommendation is for no more than 8 – 10 slides. Your presentation will be reviewed on loading onto the Congress network and may be rejected if you have not followed this guidance.

All Presenters in Technical Sessions are required to produce a paper. **Please submit papers by 12 March via the IRPA13 website** otherwise they will be excluded from the published abstracts and papers. Please also submit a short biography, approximately 3-4 lines. Instructions on the appropriate paper format and submission details are provided separately.

Please note that the presenting author **must be registered for the conference by 12 March** or the abstract will be removed from the final programme and the presentation will be reallocated.

The presentation must be in English. Do not use unfamiliar abbreviations or expressions.

Guidelines for Presentations:

Your oral presentation should be organised to answer the following questions:

1. Why was the project undertaken?
2. What was done?
3. What was learned?
4. What does it mean?

Remember, the three rules of effective presentation are:

1. Tell the audience what you are going to say (spend a few moments introducing your topic and what you intend to speak about);
2. Tell the audience (deliver your talk, including the methods, results and conclusions); and
3. Tell the audience what you said (summarise the most important points of your lecture).

Only PowerPoint will be available as a presentation format.

Guidelines for PowerPoint Presentations:

1. For desktop size screen resolutions SVGA 800 x 600 or XGA 1024 X 768 are the best. Do not use a screen resolution of SXGA 1280 x 1024 or above as the size of the individual pixel is very small and your graphics/text will look smaller.
2. You will not need to bring your own laptop as computers will be available at the Conference for showing your presentation.
3. The background should be a dark colour and text in large bold characters, using a bright colour – white or bright yellow for example.
4. Split complicated screens. Present a conclusion or summary screen at the end.

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5. If you are using video clip(s) in your PowerPoint presentation please remember that it is important that you **save the video clip(s) in a separate file from your PowerPoint presentation but in the same folder**. When you check in at the Speaker Room the technicians will run through the presentation to make sure that the clip(s) plays when required. **REMEMBER SAVE THE CLIP(S) IN A SEPARATE FILE BUT IN THE SAME FOLDER AS YOUR POWERPOINT PRESENTATION!**

Notes to all presenters:

- Report to the Speakers Preparation Room (located in room 4.1 adjacent to the Exhibition Hall) at the earliest opportunity and at least 2 hours before your scheduled presentation time.
- At the Speakers Preparation Room projection facilities will be available to view your PowerPoint presentation. The technicians will transfer your PowerPoint presentation onto the network.
- You will be able to control the advance of your PowerPoint presentation from the lectern and a technician will be on hand to offer any assistance if required.
- The Speakers Preparation Room will be open during Registration opening hours which will be printed in the final programme.
- The Chairman of your session will need to meet you in advance of the session: please make yourself known to him/her at the earliest opportunity – at the latest in the appropriate session room 15 minutes before the session begins.