

Guidelines for Paper presentations

How to prepare and bring your presentation

Presenters will not be allowed to connect their own laptops or devices so please make sure you bring your presentation on a USB stick. PowerPoint 2013 will be loaded onto each of the laptops. Please ensure your presentation is compatible with this software.

If you are including any media (e.g., audios, videos) or online resources (e.g., YouTube videos) in your presentation, please make sure to bring also the files separately in case for some reason they do not open correctly from the PowerPoint presentation or the internet connection is not working.

On the day of your presentation

As there is limited time between presentations, please make sure that presentations are loaded onto the laptop in the break preceding your presentation slot.

The room attendant will be timing the presentation and will indicate when you are coming to the end of your allocated time. Presenters are required to stop their presentation when indicated by the attendant to ensure presentations run to schedule.

Equipment

The following equipment will be provided in each parallel room:

- Laptop
- Projector
- Projector screen
- Speakers
- Presentation clicker

The screen size for your presentation is 4:3.

Wi-Fi

Although free Wi-Fi is available throughout the conference venue, the connection cannot be guaranteed; please try not to rely on it for the content of your presentation.

Assistance

There will be an attendant available in each room throughout the day and an AV technician available on call. If you require any assistance, please contact your room attendant and she will contact the AV technician if necessary.