

Instructions for Oral Presentations

GENERAL INFORMATION:

- A computer and a technician will be made available on site for the entire duration of the meeting “*Speaker Ready Desk*” for those who will want to test their presentation in advance (ask at registration desk).
- All necessary audio-video equipment provided on site.

ORAL PRESENTATIONS FORMAT:

- **Only Microsoft PowerPoint (.ppt and .pptx) presentations will be accepted.** No overhead projector or carousel slide projector will be available. Presenters have the responsibility of making sure that their files are compatible with PC Windows operating system and Microsoft Office software.
- **Suggested format** is 16:9, although we can accept 4:3 format.
- Presentations must be in **English**, the official language of the conference of the SGA.
- **Regular oral presentations** are 20 minutes long.
- **Keynote presentations** are 40 minutes long.
- We recommend including some time (a couple of minutes) for questions.
- **The Convenors will impose strict controls on time – exceeding the allocated time will not be allowed.** Since there will be four concurrent sessions at all times, it is essential that all speakers strictly follow the Final Program schedule and respect time allocated for their presentation.

SUBMITTING YOUR PRESENTATION (.ppt or .pptx file):

- **No less than 30 minutes before the session**, report to the room where you are to present and: 1) meet the Symposium/Session Convenors at this time and receive instructions on how to use the AV equipment, and 2) **bring your presentation on a USB stick to the technician/volunteer in the room where you are to present.**
- You can also bring your presentation to the “*Speaker Ready Desk*” on a USB stick and check the presentation with the technical staff in advance.
- Presenters will not be allowed to use their own laptop to present.

Presentations will be deleted from the conference room computers at the end of each session and will not be distributed or shared with anyone.

IMPORTANT NOTES FOR MAC USERS:

- PC computers will be used in the presentation rooms. In order to use MAC presentations on a PC compatible computer, please follow the instructions below:
 - Use a common font, such as Arial, Times New Roman, Verdana, etc. (special fonts might be changed to a default font on a PowerPoint based PC)
 - Insert pictures as JPG files (TIFF, PNG or PICT tend to cause problems when

transferring from MAC to PC)

- Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based PC).
- We strongly encourage you to check your presentation in advance at the *Speaker Ready Desk* to allow for adjustments if necessary.

If you have any questions or comments regarding the Instruction for Oral Presentations, please do not hesitate to contact us.