



SPEAKERS GUIDELINES

PROJECTION FACILITIES

Large screen data projection facilities for Powerpoint slide presentations are available in the Auditorium and Queens Suite.

Speakers are advised not to use their own computers for their presentations as there will be insufficient time between papers to connect and disconnect individual computers.

Speakers are encouraged to use the computer hardware which is supplied by the HIC in each session room.

It is essential that presentations are checked in the speaker room the day before the session to ensure compatibility with the hardware provided.

SUPPORTED SOFTWARE

Each session room is equipped with a PC running Windows XP using Power Point Version 2003 (Microsoft Office 2003). This is compatible with previous Power Point versions. Please do not bring any other presentation formats.

PRESENTATION PRODUCTION GUIDELINES

Speakers should save their presentation onto 3.5 inch 1.44 MB high density disks, CDR or CDRW disks, DVDR or DVDRW disks, Iomega Zip disks (250mb and 100mb) or USB memory sticks.

To assist the technicians with the identification of presentations, they should be saved with the speakers surname as part of the file name i.e. smith.ppt.

If using a Mac to create a Powerpoint presentation then the file must be saved as a PC file. There may be a compatibility problem with running a Mac created

presentation on a PC and it is advisable to try the file on a PC prior to the conference.

The “On screen show” output within the “slide set up” menu should be selected when formatting the presentation.

The display resolution of the data projectors is 1024 x 768 pixels. It is unnecessary to scan graphics at a much greater resolution as it will not enhance the image and will slow down the loading of the presentation.

The first slide should be a title slide stating speaker name, presentation title and affiliation.

Graphics, written or tabular material must be of adequate size to be clearly visible to all delegates, even at the back of the hall. In general, it should not exceed 5-6 lines of bold print containing 6 - 7 words per line. If a larger amount of information needs to be presented, it should be split into several slides.

Essential information should be large and bold.

Make sure that the slides are not too crowded. As a guide, stand back ten times the screen width and read the slides.

Slides are easier to read when there is a high contrast between the text and the background (e.g. white/yellow letters on a black/dark blue/dark green background). Avoid using black text.

Line graphs and simple drawings are more effective than tables of figures.

Slide transitions should be simple and consistent.

Movie files incorporated within the presentation can be difficult to translate from one computer to another due to incompatibility of codecs. There are a number of different codecs to choose from however “Cinepak AVI” is generally compatible anywhere.

Ensure that any movie files are also included with the presentation on the disk or memory stick.

SPEAKER ROOM FACILITIES

All speakers making a presentation should visit the speaker room at least 2 hours prior to the start of the session they are participating in. Speakers who do not require the use of audio-visual aids should still check in with the technicians in the speaker room so that this can be noted.

Speaker Room staff will assist in checking presentations and will instruct Speakers on the use of the audio-visual controls and set-up within the session rooms.

If speakers have any doubts about procedures, they can seek advice from the technical staff within the Speaker Room or by contacting the HIC Technical Division prior to the event.

CHAIRPERSON GUIDELINES

Each session hall is equipped with a screen, a speaker's lectern with remote control and a top table which can accommodate chairpersons and speakers if required for panel discussions

The top table is equipped with fixed microphones to enable chairpersons to coordinate introductions and proceedings without having to stand at the lectern.

AV Technicians are provided within each session hall to operate the equipment provided and assist with other logistical arrangements.

Please outline question and answer procedures to the audience as part of your introductory remarks.

Fixed numbered stand microphones will be situated at strategic points in the aisles; delegates should be asked to go to these in order to ask questions.

The chairperson should take questions by calling the appropriate microphone number. It is essential that the number is announced in order to allow the sound technician to activate the appropriate microphone.

Please ask the audience member to give their name, followed by their institution and country before asking their question.

Audience members should be discouraged from asking questions without the aid of the microphones as the question may not be heard clearly in parts of the hall. If this does happen, then the chairperson should repeat the question to ensure that it has been clearly understood.

There will be an opportunity to discuss all procedures with the HIC Technicians prior to the start of each session or by visiting the speaker room.