

Instructions for Presenters

Speaker Preview Room Information

Opening times: Sunday 26th August 1430-1800
Monday 27th August 0715-1745
Tuesday 28th August 0745-1745
Wednesday 29th August 0745-1200

Location: Congress Centre, Hall 4 Entrance, located on the ground floor.

- Speakers should take their files on USB to the Speaker Preview room.
- The technicians in the room will assist each speaker to check their presentations and to make any necessary changes.
- All Symposia, Short communications, Research papers, PhD reports, PechaKucha, Point of View and Fringe presentations will be uploaded to the server by the technicians and networked to the presentation room. Presenters in these sessions must use the laptop provided for the session.
- The PechaKucha 20x20™ format used in these sessions requires the use of 20 slides, each on screen for 20 seconds and to be advanced automatically. The technicians in Speaker Preview will be available to help presenters to set slides in the required format.
- The laptop in the room will display a list of the presentations for that session, organised by speaker name. The technician or student in the presentation room will be able to assist in locating each speaker's presentation.
- Presenters in the pre-conference programme on Saturday and Sunday should load their presentations in the presentation room and not through Speaker Preview. Technicians will be available to help.
- Pre-conference and conference workshop presenters may use their own computers if they wish, although it is recommended that the presentation is also brought on USB in case of compatibility problems. If you are using your own laptop it is essential that you supply the following;
 - DVI or HDMI connection / DVI or HDMI adapter for Apple devices
 - Administration rights are enabled

Technical information

- The Speaker Preview room and all session room laptops will be identical with regard to models, codecs, service packs etc.
- All laptops will have Windows 10 Pro with PowerPoint 2016.
- All versions of Windows Office are accepted.
- Format of your presentation should be set to 16:9 and in landscape orientation.
- Text should be no smaller than font 24; standard fonts must be used as any custom fonts cannot be depicted correctly.
- Should your presentation contain audio content, please embed them as well as upload the files separately. Recommended files are wave or mp3.
- Should your presentation contain video content, please embed them as well as upload the files separately. Recommended files are WMV, MP4 or MOV formats. Please note the use of YouTube and flash are not recommended. Any videos must be able to be played using Windows Media Player.

If you have any questions please contact catherine.evans@worldspan.co.uk