Plenary Presentation Guidelines

Timing

Plenary Presentations:

- Presentation time for each Plenary Presentation slot is 45 minutes (40 minutes presentation, 5 minutes questions).

Preparation

All presentations must be in PowerPoint (PPT):

- **PPT slides sizes should all be 16:9 aspect ratio.**
- Please use the ICE2018 Introduction Slide as the first slide of your presentation. It will be used for internal organisation and sorting purposes.
- Save all your files to a USB Storage Device.
- Special note about videos & DVD: If you plan to play a video or DVD as part of your presentation, please notify a technician in the Speakers' Preparation Room so that they can check the quality and link in your presentation and arrangements can be made for assistance in the meeting room (for DVDs).
- When building your presentation, make sure that you save any external files linked within your presentation in the same folder as your presentation.
- When creating your media for transportation, copy the entire folder to the disk.
- It is advisable to make a back-up copy of your files and transport it in a separate piece of luggage.

Movies:

- Movies in PowerPoint: Using the WMV format is the safest way to ensure that movies are embedded in PowerPoint i.e. it becomes part of the PowerPoint file. PowerPoint references most other video formats i.e. it remains an external file.
- It is imperative that you check your movies in the Speakers Preparation Room if your presentation contains video files.
- Please be aware of the size of your video files. In most cases, lower resolution video files are very effective.
- While the technical team try to support as many PC video formats as possible, they can only accept movies under the following conditions:

Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as **MPGs**, **WMVs**, or with the following **AVI** codecs: **MPEG-4** (Divx, Xvid, or WMVs).

Flash content (**SWF**) is fully supported.

Apple Quicktime formats such as **MOV**, **QT**, or **DV** files are <u>**NOT**</u> supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in <u>Considerations for Mac Users</u>.

MAC Users:

All presentations will be run from Microsoft Windows machines and the following need to be considered:

- All presentations created on Mac's need to be saved in PPTX format or alternatively PDF format.
- Do not make use of special Fonts or Transitions in your presentations as this will not work.

Note: It is important that movies do not completely fill the screen. In the meeting room, presenters will only have a mouse to advance the slides. Presenters can only advance the PowerPoint with a mouse by clicking on the slide, not the movie itself.

Fonts: The Technical Team only supply fonts that are included with Office 2010 or later. If presenters need a specialised font, it should be embedded into the PowerPoint presentation. For instructions on this process, please click on the following link: http://support.microsoft.com/kb/826832/en-us

On-Site:

Audio-visual equipment:

All venues will have standard audio-visual equipment available which include a sound system and microphones plus a data projector with a presentation laptop. Presenters will not be allowed to use their own laptops.   All presentations will be uploaded in the Speakers Preparation Room.

Microphones:
Each venue will have headset microphones, a podium mic and a handheld mic. Should you wish to use a headset microphone for your presentation, please check in to the technicians at the back of the venue at least 15 minutes before your presentation so that they can set up the mic for you.

Laptops and control of slides:
The laptop will be located at the back of the venue and will be controlled by the technician. You will be given a remote clicker to turn your slides. The remote clicker also has a laser pointer should you wish to point to something on the screen.

You will not be able to use your own laptop in the front of the venue.

Speaker's Preparation Room (Meeting Room 1.51 & Meeting Room 1.52):

All presenters and invited speakers are requested to visit the Speaker's Prep room, **at least one day before** their session to have their talks loaded onto the system.

Operational times:

Friday, 30 November	14:00 – 19:00
Saturday, 1 December	07:30 – 18:00
Sunday, 2 December	06:00 – 17:00
Monday, 3 December	06:00 – 17:00
Tuesday, 4 December	06:00 – 12:30

Should you require any further assistance, please do not hesitate to contact the conference office.

Kind regards

ICE - SEMDSA 2018 Speaker & Abstract Management Team

Abstract Queries:	**Invited Speakers & Programme Queries:**
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Office hours: 08h30 – 17h00 (Monday – Thursday) and 08h30 – 16h00 (Friday) – GMT+2.