

## WCIPT5

### ORAL PRESENTATION INSTRUCTIONS

#### **Planning your oral presentation**

You have been allocated 15 minutes for your presentation following with 5 minutes for questions. Due to tight programme schedules, session chairpersons have been instructed to interrupt speakers who over run their allocated time. Please therefore ensure that you plan your presentation carefully. If you are interrupted, please be understanding of the requirement to keep to time for other presenting colleagues.

You should select your vocabulary to address as wide an audience as possible. Do not use unfamiliar abbreviations or expressions.

#### **Computer Software Supported**

Each session hall will be equipped with a PC running Windows XP and using Office XP. This is compatible with most PowerPoint versions.

#### **Producing your oral presentation**

You can make your presentation in PowerPoint format only. PowerPoint presentations should be saved on a CD-ROM, or a USB memory stick.

Please mark your CD clearly with the name of the presenting author and title of the presentation.

Make sure that any video clips or other files that are not embedded in the powerpoint presentation are also copied onto the CD or memory stick.

#### **Apple Mac**

Please notify the Congress Secretariat in advance if you require this facility by emailing Jenefer Cockitt ([jenefer.cockitt@manchester.ac.uk](mailto:jenefer.cockitt@manchester.ac.uk))

#### **Arriving to make your oral presentation**

Slide / VCR projection facilities are **not** available.

Please note that all presentations must be in English. There is no simultaneous interpretation provided.

Please bring a second back-up copy of your presentation with you to the Congress.

**IMPORTANT** – Your presentation must be loaded onto the computer system in the Technician's Office. In order to guarantee smooth running of the sessions, you will not be permitted to make your presentation using your own laptop.

#### **Speaker Preparation Room**

Preview facilities will be located in the Technician's Office on the first floor next to the Congress Office. The Technician's room will be clearly signposted.

**ALL** speakers should check in at the Technician's Office before the end of the session on the day **before** their presentation. Those speakers presenting on the first day of the conference will be able to load their presentations during the morning registration session (10-12)

All session halls are networked and presentations will be sent prior to each session, to the relevant session hall, so it is **ESSENTIAL** that you visit the Technician's Office in good time to allow your presentation to be in place in time for your lecture.

The Technician is trained in PowerPoint presentation and is happy to assist speakers with any queries or changes they may have to their computer presentation. The Technician's office will be equipped with a PC loaded with PowerPoint where you will be able to view your presentation.

**Important:** Please note that the disk containing your presentation can be collected at the end of your session. However, if you do not collect your disk, it will be disposed of accordingly at the end of the day of your presentation. Your presentation will not be kept, used again or reproduced.