

# PRESENTATION GUIDES FOR ORAL PRESENTATION

## 1. Prepare Your Presentation

The length of presentation material should be in accordance with your time allotted. You are requested to upload your presentation files before the session starts.

## 2. Duration of presentation time

Keynote speaker: 30 minutes each

Oral presentation: 12 minutes each; 3 minutes Q & A

Special Session: 12 minutes each; 3 minutes Q & A

Please refer to the Congress Handbook for specific presentation time. You are kindly requested to arrive at the meeting room at least **15 minutes** before the session starts, to meet the Session Chair and check that your presentation has been correctly loaded.

## 3. Determine Your Audio-Visual Needs

Each meeting room is equipped with a notebook, an LCD projector and a screen. PowerPoint is the standard presentation format. Notebook in the rooms operate on Windows platform with version Windows 10 and Microsoft Office 2013. If you have different requirements, please inform the Secretariat in advance.

Embedded video clips in presentations: Please be aware that video clips should not be included in the PowerPoint file itself and the clips themselves must be copied separately to the memory stick or other media used. Please notify the technician of any video clips that are in your presentation so that these can be correctly embedded.

Apple computer: We prefer not to use your Apple computer due to delays this will cause. In any case if you have to bring your Apple computer, please make sure you bring the necessary cabling. We do however would like to encourage you to bring your presentation on a USB.

Copyright: Unless you specify otherwise you agree that IAHR can publish a PDF handout of your presentation(s) on the website

Congress Secretariat

Email: [iahr2017sec@usainsgroup.com](mailto:iahr2017sec@usainsgroup.com) / [iahr2017kl@gmail.com](mailto:iahr2017kl@gmail.com)

#### 4. Preparation Room (Orkid Room)

All presenters are required to check in at the Speaker Preparation Room. You may check your PowerPoint slides in the Speaker Preparation Room at any time, however your presentation files need to be pre-loaded at the Speaker Preparation Room at least one day prior to the session in which you are presenting.

Please always bring your backup presentation files in a USB memory stick.

