PRESENTATION INSTRUCTIONS

Instructions for Oral Presentations

- For abstracts selected for **oral presentation**, the presenting author will be requested to present it in the assigned session. Details on the session schedule will be communicated to the lead author (or presenter) after 15 April 2018.

- The standard A-V package available in each session room includes:
    - LCD projector
    - Screen
    - PC computer
    - Laser pointer
    - Podium and/or Lapel microphone (plenary room only)

- Oral presentations (excluding keynote addresses and panel discussions) will be *limited to 15 minutes* with a five-minute discussion period.

- For speakers using computer presentations, please note:

    - *If possible, email a copy of your presentation to bayoffundyep@gmail.com by 12 noon, Tuesday May 8 AND bring a backup copy of the presentation on USB stick or other means.*
    - Presentations will be preloaded on a USB stick for each session and tested prior to commencement of the session.
    - It is **mandatory** to upload **prior to** the session in which you are speaking
    - Only PC compatible **PowerPoint®** presentations will be accepted
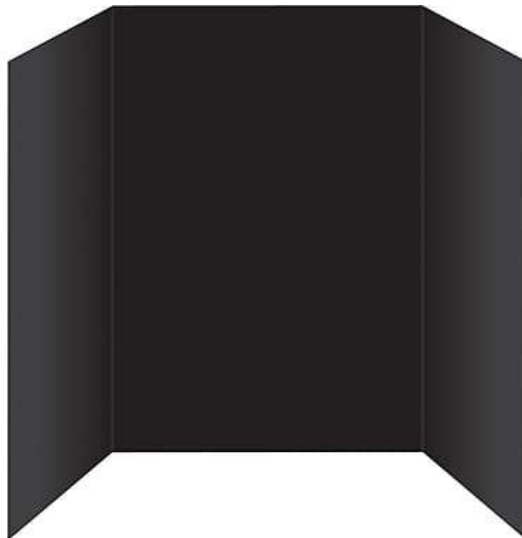   - Only computers provided by the conference can be used

Any presenter planning to have a video or requiring an Internet connection during their presentation should advise bayoffundyep@gmail.com as soon as possible of the exact format and other technical requirements.

Instructions for Poster Session

There will be a designated poster viewing session for all delegates on Thursday (10 May) from 5:00-6:30 pm. All presenters are requested to be at their posters during this time.

Posters will be displayed in Room 43 of the Cox Institute.

- Posters can be put in place in the designated location from Thursday (10 May) morning onwards. Posters **must** be in place by 4:30 pm on Thursday at the latest. Poster presenters are encouraged to leave their posters up until the conference closing.

- Authors of abstracts assigned to poster sessions should make sure that the title and content of their posters correspond to the title and content of the abstract printed in the program.

- **Each poster will be mounted on a three- panel table top display board (see below for example) that is 48" high x 36" wide. Thus posters should be landscape orientation and printed on a material that is flexible enough to handle this mounting design.**

- *If you expect this presentation mounting to be a problem for your poster, please contact us immediately to discuss other presentation options.*

- No audio-visual equipment is allowed in poster sessions.