



Oral Presentation Guidelines

Recommendations for Oral Presenters

Please note that programme time is limited: **you have 15 minutes presentation time, followed by 5 minutes for questions** (please note that chairs are instructed to firmly enforce these timings, to keep the programme in parallel sessions 'on track'). You should plan your presentation carefully and co-ordinate each section of your lecture with your presentation. You should select your vocabulary to address as wide an audience as possible.

Do not use unfamiliar abbreviations or expressions.

Your oral presentation should be organised to answer the following questions:

1. Why was the project undertaken?
2. What was done?
3. What was learned?
4. What does it mean?

Remember, the three rules of effective presentation are:

1. Tell the audience what you are going to say (spend a few moments introducing your topic and what you intend to speak about);
2. Tell the audience (deliver your talk, including the methods, results and conclusions); and
3. Tell the audience what you said (summarise the most important points of your lecture)
4. Summarise financial support received, in particular if this could be perceived to create a conflict of interest.

Oral presenters can make their presentations using PowerPoint or PDF. No facilities for slides, video or overhead transparencies will be available at the Conference.

Guidelines for PowerPoint Presentations

1. For desktop size screen resolutions SVGA 800 x 600 or XGA 1024 X 768 are the best. Do not use a screen resolution of SXGA 1280 x 1024 or above as the size of the individual pixel is very small and your graphics/text will look smaller.
2. **You can not use your own laptop; computers will be available at the Conference for showing your presentation.**
3. The background should be a dark colour and text in large bold characters, using a bright colour – white or bright yellow
5. Split complicated screens. Present a conclusion or summary screen at the end
6. If you are using video clip(s) in your PowerPoint presentation please remember that it is important that you **save the video clip(s) in a separate file from your PowerPoint presentation but in the same folder**. When you upload the file with the technicians, they will run through the presentation to make sure that the clip(s) plays when required.
REMEMBER SAVE THE CLIP(S) IN A SEPARATE FILE BUT IN THE SAME FOLDER AS YOUR POWERPOINT PRESENTATION!



Note to all presenters

- ❑ Report to the Welcome Desk at least 1 hour before the start of the session with your scheduled presentation. You will then be directed to the appropriate conference room and technicians will transfer your PowerPoint presentation onto the network.
- ❑ You will be able to control the advance of your PowerPoint presentation from the lectern and a technician will be on hand to offer any assistance if required.
- ❑ If you are in the first session of the first day - please send your PowerPoint presentation pre-event to tchapman@ulb.ac.be. The latest you can send your presentation is Friday 24th September at 12.00noon. If you are the first session of the second day, please upload your presentation on the day before.
- ❑ Please make sure that you name your presentation as:
Last name-Room-Day-Time.ppt

Please also bring a copy of your presentation on a memory stick with you to the event.