



## INFORMATION FOR PRESENTERS

Dear Colleagues

Thank you in advance for the work that you have put into your oral presentation or poster. Each presentation makes up an important part of what we hope will be a very successful scientific meeting.

Please help us to ensure that each session runs smoothly by following the guidance below:

### **Oral Presentations**

The conference is being held in the University of Liverpool's Central Teaching Hub, which has well-equipped lecture theatres. There will be an AV Technician available to help with any technical problems, but presenters will be responsible for loading up presentations and advancing slides, with help available from session chairs and members of the organizing team if necessary.

The preferred format for presentation is a PowerPoint (.pptx) file, on a memory stick, which can be uploaded directly to the lectern from which you will give the presentation. You are advised to format your slides using an aspect ratio of 16:9 for the best appearance.

Please start the file name of your presentation with the session and presentation number, and your family name (e.g. O1 01 Mahroo). This will make it easier to ensure that presentations are loaded into the correct session folder on the desktop, and are in the right order.

Please make yourself known to one of the chairs of your session or one of the conference organizing team in good time before the session starts, so that they can help you load up your presentation.

You will be allocated **10 minutes** in which to present, and there will be 3 minutes for questions. As a courtesy to the audience and other presenters, please rehearse your presentation beforehand to ensure that you can complete it within the allotted time.

If you do not wish members of the audience to take photographs during your presentation (for instance, because it contains unpublished data), please indicate this at the beginning of your presentation.

If you wish to project your presentation from your own laptop, you may do so, but you are responsible for connecting and disconnecting it and ensuring that your presentation medium and any embedded files or links are compatible with the lecture theatre's projection system. If your laptop does not have a full size HDMI or VGA port, **you will need to provide an appropriate adapter** for either of these connections. You are strongly advised to rehearse the presentation by connecting to the lecture theatre projection system before the session starts.

## **Poster Presentations**

Posters will be displayed in the G-Flex room, adjacent to the main atrium of the University of Liverpool's Central Teaching Hub. This is a large room with plenty of space. You may put your poster up at any time during the conference and leave it up until the end of the last academic session (lunchtime on Saturday 6<sup>th</sup> August).

Posters will be displayed in sequence. **Odd-numbered** posters will be discussed in **Poster Session 1** (1330-1500 on Wednesday 3<sup>rd</sup> August). **Even-numbered** posters will be discussed in **Poster Session 2** (1330-1500 on Friday 5<sup>th</sup> August).

Please arrive promptly at the start of your poster session and stay with your poster for the duration of the session when it will be discussed. If you need any help or advice, please ask one of the session moderators.

Poster boards have a cloth surface and measure approximately 180cm vertically by 120cm horizontally. There will be pins available to fix posters to the boards.