

## INSTRUCTIONS FOR PRESENTERS – FFH2015

### Oral Presentations

#### *Equipment:*

Each room will be equipped for presentation of Power Point slides, including a computer (with speakers), data projector, lectern and microphone. Multimedia clips should be embedded in the slides. There will be additional visual aids such as whiteboards and flip charts in each room.

#### *Loading presentations:*

Presenters will provide their slides on a memory stick to a technician who will load the presentations.

#### *Instructions for keynotes:*

Keynotes are allocated 25 minutes to speak plus 3 minutes discussion. Two minutes will be provided for changeover. Keynotes are asked to ensure that their talk gives a broad introduction for the session.

#### *Presentation preparation guidelines:*

Your slides should be a visual aid supporting your talk therefore it is better to have more images than text in your slides. A minimum of 18-point font size for the text is recommended. Contrasting colours between background and text is advisable. Finally, please be aware of the time limit and prepare a realistic number of slides.

#### *Instructions for oral presentations:*

Oral presentations are allocated 15 minutes to speak plus 3 minutes discussion. Two minutes will be provided for changeover. Presenters are asked to avoid too broad an introduction to allow sufficient depth in the talk.

### Poster Presentations

#### *Instructions for posters:*

Posters will be allocated a panel and displayed for the duration of the conference. The posters should be no larger than A0 (841mm wide x 1189mm high). Where possible, authors are asked to attend their poster during the allocated poster viewing times (coffee breaks) to discuss the poster with the other delegates.

#### *Poster sessions:*

Mount posters: Wednesday 21<sup>st</sup> October from 08.00 to 10.00

Stand by board for Q&A: Wednesday 21<sup>st</sup> October from 11.25 to 11.55, 15.40 – 16.00  
Thursday 22<sup>nd</sup> October from 10.40 to 11.10

Remove posters Thursday 22<sup>nd</sup> October from 15.30

#### *Poster preparation guidelines:*

Your posters should be a stand-alone visual representation of your submitted abstract. The title of your poster should be the same as the abstract and author names should be included. The poster should be readable from up to 2 metres and aesthetically pleasing. 48- to 60 point font size is recommended for headings and 24- to 32-point font size for the content. Text should be concise and easy to read. Enhance your message with colour and pictures by presenting results and concepts graphically. Figures should not be smaller than 12 cm x 18 cm and all figures require short, informative captions.