



## GUIDELINES FOR ORAL PRESENTERS

### General Guidelines

#### ➤ **Registration:**

Presenting authors **MUST** register for the conference by **Wednesday 27 July 2022** in order to present and be published in the final programme. Click [HERE](#) to register now. The location of your session will be published in the final programme.

#### ➤ **Presentation Length:**

For a 15-minute oral presentation, we recommend **10 minutes of presentation** and **5 minutes for questions** and audience discussion.

#### ➤ **Tips and Tricks for your Short Presentation:**

Ask yourself the following questions to give the most effective and powerful short presentation:

- What is my goal for this presentation?
- What is the most important message I want listeners to leave with?
- If I wrote a one sentence description of my presentation, what would it say?
- If I were to write a list of the keywords for the presentation, what words would be on the list?
- What is the theme? And what are the three major points?
- What action do I want audience members to take upon hearing my presentation?

#### ➤ **Session Chair:**

The chairperson of your session will be in contact before the conference to introduce themselves. Please meet the session chairperson at your session area **at least ten (10) minutes prior to the start of your scheduled session**.

#### ➤ **Rules and Regulations:**

All presentations must be made in **English**. The use of an interpreter is not permitted.

Please ensure there is no material within your presentation which could be seen as marketing a commercial product or Programme.

#### ➤ **Waiver**

Submission constitutes your consent to publication of your session outline and any PowerPoint presentation. **Please inform us if you do not wish your presentation to be posted** on the ISQua web site, following the conference.

### Instructions for Speakers

- Speakers must submit their presentations to a Speaker Preview Technician who will load, validate and distribute their presentations in the Speaker Preview Room, **no later than 2 hours before their presentation**.
- Please bring the computer file of your PowerPoint presentation (**on a USB stick**). Please save your presentation by abstract number and surname (e.g. 1445\_Smith)
- If your presentation is scheduled early in the morning, your presentation should be submitted to the technical staff the evening before the day of your presentation.
- You can, if desired, make corrections in the Speaker Preview Room up to one hour before the start of your

session.

- Your presentation will be uploaded to the meeting room by the computer network.

## Formal and Technical Requirements

### **Software:**

Microsoft PowerPoint™ version 2016.

### **Screen resolution 16:9:**

You will find instructions at the end of the document on how to prepare your presentation in 16:9.

### **Fonts:**

When you use PowerPoint™ always use the option: 'Font TrueType'

### **Mac/Macintosh:**

If you use a Mac/Macintosh™, computer, save your presentation on a PC format. Keynote Presentations (Mac/Macintosh™ hardware) are not compatible and cannot be used!

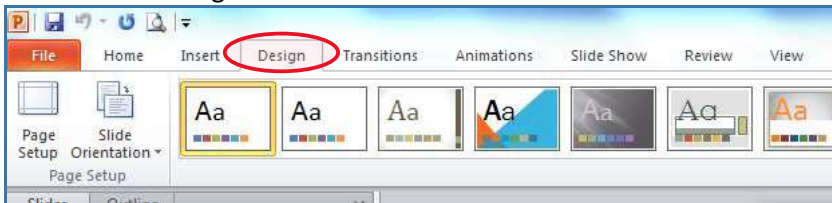
### **Video Formats:**

Video formats will be accepted: WMV AVI, those must be integrated in your PowerPoint™ presentation.

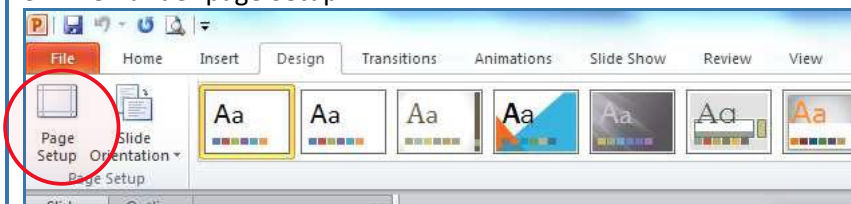
## How to Prepare your Presentation in 16:9 Format

1. Open PowerPoint™

2. Go under Design:



3. Then under page Setup:



4. Finally, on "Slides sized for" select "On-screen Show (16:9) in the drop-down list:

