

## GUIDELINES FOR ORAL PRESENTATIONS

### Speakers

1. Prior to the talk you might wish to check out the room where you will be speaking to see the size, layout etc. Preferably during lunch time (13.10 – 14.00)
2. Strict timings will be enforced (see point 3 below). In your presentation you should take account of time to set up, be introduced etc. and for questions either during or at the end of your presentation (see point 2 below). **Each New Research presentation will be approximately (15 minutes) per person.**
3. If possible use a PowerPoint presentation which you should send at least two weeks prior to the meeting (see accompanying notes "Audio-visual Equipment and Aids"). Consider giving your email address for requests for your presentation to be sent.
4. Bring written notes and/or a copy of your presentation for the worst case scenario where there is a complete failure of audio-visual equipment.

## AUDIOVISUAL GUIDELINES

### Rehearsal and Preview Facilities

1. PowerPoint computer preview facilities will be on-site. Preferably during lunch time (13.10 – 14.00)

### PowerPoint Presentations

2. **PowerPoint is the preferred method of presentation at this meeting** because it allows greater flexibility of movement for the speaker and better size, clarity and definition of images. PowerPoint will be available in the lecture room.
3. Please ensure that you email your PowerPoint presentation to [conference@rcpsych.ac.uk](mailto:conference@rcpsych.ac.uk) at least two weeks prior to the meeting or by **12<sup>th</sup> March 2010**. The file size should not exceed 6Mb. For larger files, telephone prior to sending.
4. Here are some general pointers on handling PowerPoint presentations:
  - a. **Images** - avoid using unnecessarily large image files. High quality scans and photographs do not usually need to be any larger than 100k in size. Save images in a compressed file format (e.g .jpg).
  - b. **Naming your presentation** - always try to include your name in your chosen filename: e.g. SmithJ.ppt and NOT RCP2004.ppt - its easier for us to identify your presentation that way.
  - c. **File size too large to e-mail?**
    - i. Use the 'Pack & Go' feature in PowerPoint;
    - ii. Use WinZip to compress file size; or
    - iii. Use higher capacity storage medium (e.g. memory stick or CD-ROM).