

Annual Meeting of the Royal College of Psychiatrists

Imperial College London
1st - 4th July 2008



GUIDELINES FOR ORAL PRESENTATIONS

Introduction

The following notes are for speakers and session chairs. We are extremely grateful for your participation in the 2008 Annual General Meeting of the Royal College of Psychiatrists.

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.
2. You should be invited by your session chair to meet prior to the session (see point 1 below).
3. The audience will be mixed with a number of trainees, psychiatrists from different specialties and international delegates.
4. In keeping with the Continuing Professional Development objectives for the AGM, the aim of the presentation should be to develop knowledge and understanding, skills and attitudes of the members of the audience.
5. 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).
6. 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.
7. 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.
8. Please see accompanying notes "Audio-visual Equipment and Aids".

Session Chairs

1. It would be helpful if you could meet with the speakers in your session before it starts. In particular you should clarify timings and any speaker requirements. Contact the Conference Office (or staff on the Registration desk) who will help to organise this. Any enquiries regarding audio-visual equipment and aids should be made direct to QED (see accompanying notes "Audio-visual Equipment and Aids").
2. The College hopes that sessions will be as interactive as possible. Some speakers may feel comfortable in points being raised during their presentation. Others will prefer to keep a time at the end of the session for questions. Your job will be to clarify speakers' preferences and facilitate.
3. Timekeeping is a critical role. Sessions should commence on time even if people are arriving late unless this proves excessively disruptive. Speakers should be given a two minute warning before the end of their talk. The session should not overrun even if the room is not being used immediately afterwards.

Audio-visual Equipment and Aids

Rehearsal and Preview Facilities

1. PowerPoint computer preview facilities will be on-site. For any technical enquiries, including detailed guidelines on PowerPoint, please contact QED Recording Services Ltd.;
Tel: +44 208 441 7722; Fax: +44 208 441 0777; or e-mail: rcpsych@qed-productions.com

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 each lecture room.
3. Please ensure that you either:
 - a. Email your PowerPoint presentation to QED at least two weeks prior to the meeting or by **16 May** if you would like it to be included in the CD-ROM. The file size should not exceed 4Mb. For larger files, telephone prior to sending; or
 - b. Post discs/ CDs to QED Recording Services Ltd., Lancaster Road, New Barnet, Herts, UK, EN4 8AS.
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).

Slides

1. The maximum presentation area in a glass-mounted 2 x 2 inch (or 5 cm x 5 cm) slide is 1½ x 1 inches (or 3.75 x 2.5 cm), so your original material should be oblong in a ratio 3:2 for optimal use of space. Landscape format is usually preferable to portrait format.
2. Tables with many columns and rows should be avoided if possible. Consider: do you need actual figures, or will + or - do, etc.? Slides should not be made from printed tables in journals.
3. A 2 x 2 inch (or 5 cm x 5 cm) slide when made should be legible when held at a distance of 14 inches (35 cm). If it is not, when projected, it will be illegible for all in the audience except those at the very front.
4. Slides with black lettering on a white background are much easier to read than negatives where the background is black and 'diaz' slides where the background is blue.
5. Do not copy figures from journals but draw special figures for the slide. If there are several graphic curves, put labels on each curve rather than a key at the bottom.

Overhead Projectors (OHPs)

1. Overhead projector 'acetates or celluloids' can be useful visual aids, but **ONLY** when bringing together material generated in flexible, interactive workshop style events. While they will be available for workshops, **overhead projectors will NOT be available for the lectures and plenary sessions.**