

# IAGG-ER 2015 Accepted Oral Presentation Guidelines

## Programme:

The conference programme is continuously being updated. You can view the programme here:

## Oral Presentation Guidelines

### **Technical Equipment:**

Standard audio-visual equipment will be available, the specific technical equipment is listed below. If you are planning on using the internet during your presentation, please notify the technician on the day in advance of your presentation. Presentations will be visualized in 16:9 format.

The plenary room will be set with the following equipment:

- Screen
- Data projector
- Laptop with Microsoft (powerpoint, word, excel)
- PA system
- Podium & microphone
- Internet access

### **Presentation Drop-Off:**

- **All presentations must be given to the technician in the speaker ready room on a memory stick.** The latest this can be done is during the last break before the start of your session.
- The technician will be available to assist you.
- **Presenters must not exceed their time allotment.**

### **Presentation Length**

- There will be 10 minutes total time allotted for contributed oral presentations. This **includes** 2-3 minutes for questions and answers.
- Each presentation shall be at least five minutes in duration.
- A 2 minute warning will be given to presenters to indicate the approach of their time limit during their presentation.
- You must not run over your allocated presentation time.

**General Recommendations** Rehearse your presentation. Practice several times so that you are familiar with the content and your presentation will not run over the allocated time