



GUIDELINES FOR PRESENTERS

Symposia – Workshops – Oral presentations

When you prepare your presentation before the meeting

- The congress will use only Microsoft PowerPoint. Transparent overheads will not be available.
- All versions of Microsoft PowerPoint are accepted, including Mac Computer. If you are using Mac Computer, please notify the technician in the Preview Room and show up in good time to test your presentation with him.
- Your presentation must be available on either a CD or a USB key. Please bring a backup copy in case of any problems with your file.
- If using embedded video clips in presentations, video files should be submitted separately.
- Please store all your files in one folder. Please make sure that your presentation, graphics, animations and videos are all in the same folder, and label the folder with your name, day, hour and number of the presentation (example: Peter Petersen/14.5.09/13.30-16.15/S02).

All meeting rooms are equipped with the following items

- Computers with Microsoft software
- Data projectors
- Paper boards
- Whiteboard
- Projector
- Papers and pens
- Internet connection
- **Microphones**
Room 8-15 (Grand Ball Complex) will be equipped with microphones.
Microphones will not be needed in room 1, 2 and 3.

If you need any other AV equipment, please notify the Congress Secretariat

Please note that there is no equipment for transparent overhead sheets.

The chairs will be arranged in theatre seating. If you have a special wish for the chair arrangement, please contact the Congress Secretariat.

Speakers' Preview Room

- There will be a speakers' preview room - room 16 - where you will be able to look through your presentation.
- Presenters are requested to hand in their presentation to the technician in the Preview Room at least 2 hours before the session. If you are presenting at a morning session you may hand in your presentation the day before.

Opening hours

Wednesday, 13 May	12.00 – 17.00
Thursday, 14 May	08.00 – 17.00
Friday, 15 May	08.00 – 17.00
Saturday, 16 May	08.00 – 12.00

Presentation

- Speakers are requested to present themselves to the chair in the lecture room 15 minutes prior to the beginning of their session.
- Please respect the time limits. The chairperson is responsible for the time table and will interrupt if a presentation extends beyond the allocated time.
- There will be a technician available in the congress room or in the break area.

Some good advice concerning slide content and design

Material on slides must be of an adequate size to be seen clearly by all delegates. Please notice the following recommendations

- Each slide should contain no more than seven lines of text and no more than seven words per line.
- If you are showing graphs, tables or charts: do not make them too crowded. Complex figures should be broken up into series.
- You should show no more than two slides per minute of your talk.
- Slides are easier to read when there is a market contrast between the text and the background.
- Legibility check: On presentation mode, your text should be large enough to be easily readable 1.5 m away from your computer screen. In general, the font size used in your text should be at least 20.

Disclosure

We request that all presenters include details of any potential conflicts of interest on their slides. You must include details of any company support given, whether in conducting the research, analysing the data, or preparing the presentation.

Publishing on www.gp2009cph.com

All presentations will be made available on the home page unless otherwise requested.

CONGRESS SECRETARIAT

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