

## NOTES FOR GUIDANCE OF PRESENTING AUTHORS

1. Technical sessions will be conducted in English and papers must be presented in English.
2. Please report to the conference room at least 10 minutes before the start of your session. You will have the opportunity to familiarise yourself with the standard AV equipment, laptop, wireless remote/laser pointer, and microphones. Conference staff will be available to assist you.
3. There will be a top table at the front of the conference room for the presenting authors and Chairman of the session. The Chairman will make some introductory remarks at the start of the session and the papers will be presented according to the programme. When it is time for your presentation, the Session Chairman will introduce you to the audience with the information supplied in your biography.
4. There will be a lectern for your use at the front of the conference room. Please use the microphones provided and speak slowly and clearly. There is nothing more disappointing for both the speaker and the audience if your presentation cannot be heard and understood.
5. You are welcome to work from a script but please do not read from your presentation slides. The audience will have a copy of the paper to read at their leisure. Introduce the paper and present your work as a series of key points, then finally give your conclusions. Do not go into too much technical detail during the presentation but concentrate on the main issues of your paper. We recommend a new slide every 3 minutes.
6. **Each presenter is allocated 20 minutes for their presentation, then a further 5 minutes of Q&A.**
7. The Chairman will invite questions and contributions from the floor either after your paper or at the end of the session, at their discretion. They will discuss this with you before the start of the session.
8. It is vital you stick to your allotted time, if you overrun, questions will not be invited after your presentation, and it will have a knock-on effect on the timetable for the whole day.
9. Plan and practice your presentation so that you have time to work through all your slides, and do not have to rush towards the end of your 20 minutes. Concentrate on explaining the key points and if necessary, refer the audience to your written paper for particular details.
10. Take great care that your presentation is not overly commercial. Please avoid the repeated mention of brand names and company products and ensure that you support claims with proven results or practical experience. The Chairman is within their rights to interrupt your presentation if he/she feels the nature of the material presented is commercial rather than technical. If you wish to introduce commercial material, there is an opportunity to take exhibition space alongside the conference.
11. A PowerPoint template is provided for your use along with a presentation form for you to complete if you have videos or require sound. Please ensure you advise us of any videos to ensure they are tested.
12. Final presentations should be submitted to Ally Jackson, [ally.jackson@isavft.co.uk](mailto:ally.jackson@isavft.co.uk) no later than 1<sup>st</sup> September in order for it to be loaded onto the conference laptop and tested. If your file is too large, please send via a sharing site i.e., Dropbox which is free of charge. Please note, we cannot accept memory sticks as a means of download for your presentation. This is because using a multitude of USBs into the conference laptop can introduce viruses. We have experienced this on numerous occasions causing the event to grind to a halt. We would also advise you to have a back-up copy of your presentation with you at the event, in case of any unforeseen difficulties.