ORAL PRESENTATIONS (FREE ORAL PRESENTATIONS)

Please see the programme for the time of your presentation. In order to give as many people as possible the opportunity to present, some presentations have been allocated to SHORT presentations according to scientific reviewers' decision and the time available in each session.

Please send your presentation ppt to the Chair of Scientific committee – **a.salt@ucl.ac.uk** by 12.00 pm on **Monday 10th July** so that they can be loaded up in advance. Please label your slides as follows:
Session_number_Time_Surname e.g.
Session_1_1000_Brown.
If you fail to achieve this in time, the PowerPoint file must be uploaded in the projector room at the back of the lecture hall by 8.15 am on the day of your presentation (late uploads may be added during coffee break of the morning in exceptional circumstances).

Please be in the lecture theatre by 10 minutes before the start of your session to introduce yourself to the Chair of the session. The session will start promptly and each presenter will need to go to the front of the hall immediately that the previous presenter has completed.

Please bring a copy of your slides on a USB drive in case there is any problem.

- SHORT Presentations will last *8 minutes*. There will be 2 minutes allotted for questions from the Session Chair and audience (10 minutes in total**).(Please check your allocated time on the programme)**
- All other ORAL presentations will last **12 minutes** with 3 minutes allotted for questions from the Session Chair and audience (15 minutes in total).
- Please use the same headings as in the Abstract for structuring: Title, Authors (affiliations), Introduction, Participants and Methods, Results, Conclusion and Relevance. All text is to be in English as the conference language. Please add a second slide after title on Disclosure of interests.
- **There is a strict time limit and no presentations will be permitted to overrun. Please practice and check your time of presentation in advance**. The Session Chair will strictly adhere to these time limits.
- During the question and answer period, the next speaker will come to the podium and make sure that his or her slides are loaded and ready for the next presentation.
- Please ensure that all visuals and graphics be described and orally presented and pay particular attention to clarity of visual presentation to take into account audience delegates who may be visually impaired.

Computers will run in Microsoft Windows with PowerPoint. Presentations should be formatted as 16:9 (widescreen format) which is typically the default setting for PowerPoint.

VGA connectors for Mac computers will not be available. **Mac computers will not be used and presentations will need to be transferred from the Mac to one of the PCs. We will not permit the use of personal laptops for presentation.**

Suggestions that may improve the quality of your presentation:

1. For summary slides, use brief text and figures as much as possible. Avoid long lists of text. Please use at least 18 point font for text and for labels on figures.

2. Text is most easily visible when strongly contrasting colours are used for text and background (e.g., do not use red on blue). Black font on white background is recommended. Things that look clear on a computer screen don't necessarily look as clear when projected in a large meeting room. *Pay particular attention to this to take account of audience members who may be visually impaired.*

3. Try not to just read text on a slide. Use single (or few) word phrases and elaborate on them verbally. Please take account of the international multi-lingual audience and use clear language and delivery. All presentations will need to be undertaken in English as the conference language.

4. Keep slides simple. Showing selected data is usually better than showing everything – especially in a 10 minute talk.

5. A good rule of thumb is to have no more than one data slide per minute.