



ORAL PRESENTER GUIDELINES

SESSION PRESENTATIONS

Please submit your oral presentations to pcesc2019@gmail.com before 10:00 PM on **Friday, February 15**. The presentations will be loaded onto the computers in each concurrent room for you but remember - it is always good practice to bring your own backup! If you do not submit your presentation by this date, you will be responsible for finding the AV representative to put your presentation on the proper computer **IN ADVANCE** of the concurrent session that you are taking part in.

If your presentation is too large to email, please use <https://www.wetransfer.com/> to send your presentation to pcesc2019@gmail.com, making sure that your name is in the notes.

Please check in with your session moderator in your assigned room no later than 25 minutes before the start of the first presentation.

All rooms are equipped with an LCD projector(s), screen, presenter remote with laser pointer, and wireless and podium microphones. All conference computers operate with Microsoft Office Suite 2010 applications (PC, not MAC based).

- Presenters are responsible for ensuring that their presentation material is compatible with conference equipment, and that it is uploaded successfully on the conference PC prior to session start. Use of personal laptops is not permitted.
- An AV representative will be available in each room 30 minutes prior to session start to help you load and test your presentation. Presentation files will be saved in daily folders by time slot (e.g. 1-1). All files will be deleted at the end of the conference.
- Please ensure visuals are simple, clear and easily read. Effective slides contain few words, and avoid highly complex figures and tables. Use large font sizes and illustrations for maximum effectiveness.

Please plan to speak for no more than 15 minutes and be prepared to spend another 3 minutes responding to any questions that arise. An additional 2 minutes account for the time needed to find your presentation, introduce you, transition between presenters, and allow audiences to move among presentation rooms. Be aware that moderators will be instructed to cut off presentations that go over the allotted time. Limit your presentation to key points that will convey the issue or research question, any methods or plans to address it, the outcomes experienced or expected, and the key take-home messages. Practice to ensure that it flows well and that you are able to cover everything planned in the available time.