



GUIDELINES FOR ORAL PRESENTERS GENERAL INFORMATION

Only digital material will be allowed for oral presentation (PowerPoint files). Upload of presentations must be done online prior to the Conference. Slightly revised versions will be accepted onsite at the Speaker Ready Room (more details below). All presentations will be saved on a central server connected to the lecture rooms which are equipped with computers, beamers, microphones, and lecterns. Personal laptops may not be used in the session rooms (*connection for Macintosh Notebooks is not available*). All material used in a presentation will remain the property of the speaker and will not be reused by WCLC 2015 without his/her permission.

PREPARING YOUR PRESENTATION MATERIAL

- a. Your presentation must be prepared in PowerPoint2000 or any later PowerPoint Version (MS Windows) and provided on a CD-ROM or USB-removable drive.
- b. Set the slide size of the page to "On-screen show" and landscape orientation in the page set-up section. (Portrait orientation will not be displayed properly).
- c. Set the format to 16:9 as all onsite screens will be 16:9.
- d. Use high-contrast lettering, and not too much text per page (max. 10 lines or 15-20 words). Make sure you use high-contrast colors for the best definition of your text. Please be aware that red letters or lines are usually not visible.
- e. As a general rule, you should not present more than 1 slide per minute. Visual material supports the speech and should not be the transcription of it.
- f. You may include graphics and/or slide-show animation. If the presentation contains movies, they have to be coded by standard Windows codes. Remember to save your PPT show with your video attachment in the same folder and then copy the folder to the CD or USB-removable drive including ALL elements. Do not use special fonts which are not part of the standard PowerPoint package as this will cause problems while uploading your file.
- g. Include duplicate(s) if you intend to use a page more than once in the course of your presentation and include the duplicate slide in the correct sequence of the presentation.
- h. **The inclusion of a disclosure slide is mandatory** even if you have no conflicts to declare.
- i. It is recommended to keep a copy of your presentation at the time of the presentation, should a problem occur. Furthermore, please have the presentation printed on paper, for reference during the lecture.
- j. Special characters: To avoid any compatibility problems, please do not use special characters (i.e. ", Ö, Ø, ñ, ?, ®, ý, }, { etc) to name your presentation or movie files.

ONLINE UPLOAD PRIOR TO THE CONFERENCE

Login details and instructions have been sent to you by email. Please check your personal data as well as the details of your presentation(s). You may then upload your file(s) by following the instructions given in the system. In case of any technical problems, please contact wclc@webges.com

ONSITE UPLOAD AT THE SPEAKER READY ROOM

- a. You are requested to check-in your presentation (on your CD-ROM or USB-removable drive) at the Speaker Ready Room at least 24 hours prior to your scheduled presentation. If for any reason you are unable to meet this schedule, please inform the WCLC Conference Secretariat at wclc2015-speakers@icsevents.com before the Conference.
- b. Please note that technicians in the meeting rooms are not prepared to receive presentations directly from the speakers.
- c. Computers are available for you in the Speakers Ready Rooms for your final check.
- d. Once the presentation has been checked, the technical staff will be responsible for its delivery to the session rooms in preparation for your presentation.
- e. Macintosh presentations (i.e. Keynote) cannot be accommodated, unless saved to a PC-formatted CD-ROM or USB stick.

SPEAKER READY ROOM

Room 502 at the Colorado Convention Centre has been assigned as the Speaker Ready Room.

Opening Hours

Saturday, September 5	11:00 – 18:00
Sunday, September 6	06:30 – 20:00
Monday, September 7	06:30 – 17:00
Tuesday, September 8	06:30 – 17:00
Wednesday, September 9	06:30 – 17:00