



August 27 - 30, 2017

OSLO, NORWAY

## Guidelines for speakers

Digital projection will be from a PC running the latest power point version.

**Screen aspect ratio is 16:9 in the Expo Hall. It will not be possible to plug your own laptop into the AV system in the auditorium.**

### Powerpoint version

All presentations are recommended made on one of the two newest versions of Powerpoint (Office).

### Mac users

Save your presentation in .pptx format or keynote.

Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PC).

Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PC). Use a common movie format, such as AVI, MPG and WV (MOV files from QuickTime will not be visible on a PC).

If possible test your presentation on a PC before bringing it to the slide reception.

### Naming your file

Please name your file according to the following format:

Date\_session number\_abstract number\_name, for example:

290817\_session1\_04\_Smith.pptx

### Slide handover

Please bring your presentation on a USB stick and report to the Speaker Ready Room at least 2 hours in advance of your talk (the day before if you are speaking in the morning).

Speaker Ready Room is situated in **the room 02** on the ground floor vis-à-vis the Expo Hall. There will be an extra PC available in addition to the one used by the technician.

Please note that the extra PC can **ONLY** be used for max 10 minutes for the last technical adjustments. For bigger changes - please bring your own computer!

### Speaker Ready Room opening times:

Sunday 27th August: 10.00 - 20.00

Monday 28th August: 08.00 - 17.00

Tuesday 29th August: 08.00 - 19.00

Wednesday 30th August: 08.00 - 13.00

### Presentation times

Please refer to correspondence with the meeting organisers if you are uncertain of how many minutes you have for your talk. Ask [post@oioslo2017.org](mailto:post@oioslo2017.org) if you are still not sure.

*Please note that there will be rigorous timekeeping throughout and you will be stopped if you continue beyond the time given.*

## Videos

Video files in the following formats can be accepted in:

### Windows Video file

.avi (Some .avi files may require additional codecs)

### Movie file

.mpg or .mpeg

### MP4 Video file

.mp4, .m4v, .mov

### Windows Media Video file\*

.wmv

To include video in a presentation:

1. Place both the ppt presentation and video clip file in a folder named according to the convention above
2. Move the folder onto a stick, and the video will be included

OR

3. Embed the video clip into your PowerPoint presentation by using the method in the following link: <https://support.office.com/en-us/article/Video-Insert-video-into-your-presentation-7d9d3db6-23a7-46ec-9e22-3496e42996db>

Bring a copy of the video with you as a separate file in case of any problems.

## Slide content and design

Material on slides must be of an adequate size to be seen clearly by all delegates.

It is recommended that each slide contain no more than seven lines of text and no more than seven words per line.

If showing graphs, tables or charts:

- Do not make them too crowded
- Complex figures should be broken up into series
- Limit the number of captions
- Use rounded figures

As a rough guide we suggest you allow no more than 1-2 slides per minute of your talk. Slides are easier to read when there is a high contrast between the text and the background. Yellow or white text on a mid to dark blue background works particularly well. Avoid black text on a white background (eg photographs of typed pages).

## Disclosure

All presenters must include details of any potential conflicts of interest on their slides or posters - you must include details of any company support given, whether in conducting the research, analysing the data or preparing the presentation. Speakers must also announce these disclosures at the beginning of their talk.

If you have any queries about these arrangements - please contact the conference organisers at [post@oioslo2017.org](mailto:post@oioslo2017.org)