

18th ISSTD

International Society for STD Research



in conjunction with BASHH
British Association for Sexual Health & HIV

Oral Presentation Guidelines

Recommendations for Oral Presenters

Please note that programme time is limited: **you have 15 minutes presentation time including time for questions.** Exact presentation timings are detailed on your acceptance email. You should plan your presentation carefully and co-ordinate each section of your lecture with your presentation. You should select your vocabulary to address as wide an audience as possible.

Do not use unfamiliar abbreviations or expressions.

Your oral presentation should be organised to answer the following questions:

1. Why was the project undertaken?
2. What was done?
3. What was learned?
4. What does it mean?

Remember, the three rules of effective presentation are:

1. Tell the audience what you are going to say (spend a few moments introducing your topic and what you intend to speak about);
2. Tell the audience (deliver your talk, including the methods, results and conclusions); and
3. Tell the audience what you said (summarise the most important points of your lecture)

Oral presenters can make their presentations using PowerPoint. No facilities for slides, video or overhead transparencies will be available at the Congress.

Guidelines for PowerPoint Presentations

1. For desktop size screen resolutions SVGA 800 x 600 or XGA 1024 X 768 are the best. Do not use a screen resolution of SXGA 1280 x 1024 or above as the size of the individual pixel is very small and your graphics/text will look smaller.
2. **You can not bring your own laptop as computers will be available at the Congress for showing your presentation.**
3. The background should be a dark colour and text in large bold characters, using a bright colour – white or bright yellow
4. Split complicated screens. Present a conclusion or summary screen at the end
5. If you are using video clip(s) in your PowerPoint presentation please remember that it is important that you **save the video clip(s) in a separate file from your PowerPoint presentation but in the same folder.** When you check in at the Speaker Preview Room the technicians will run through the presentation to make sure that the clip(s) plays when required. **REMEMBER SAVE THE CLIP(S) IN A SEPARATE FILE BUT IN THE SAME FOLDER AS YOUR POWERPOINT PRESENTATION!**

Note to all presenters

- ❑ Report to the Speakers Preview Room (East Long Room, 3rd Floor) at least 3 hours before your scheduled presentation time.

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- ❑ At the Speakers Preview Room computers will be available to view your PowerPoint presentation. The technicians will transfer your PowerPoint presentation onto the network.
- ❑ You will be able to control the advance of your PowerPoint presentation from the lectern and a technician will be on hand to offer any assistance if required.
- ❑ **Please send your PowerPoint presentation pre-event to kevin.etchells@geiicc.co.uk and copy abstracts@isstdlondon2009.com in the same email. The latest you can send your presentation is Friday 26th June at 14.00 GMT. Please make sure that you name your presentation as: *Last name-Room-Day-Time.ppt* (You can find your session room in the Scientific Programme on the website, <http://www.isstdlondon2009.com>)**

You will be able to visit the Speaker Preview Room to make any amendments to your presentation once onsite. **Please also bring a copy of your presentation on a memory stick with you to the event.**