



“From research to practice: incorporating geriatric oncology into patient care”

GUIDELINES FOR SPEAKERS

In order to help you deliver an effective oral presentation, all speakers are kindly asked to take note of the following guidelines when preparing their presentation. The co-operation of all invited speakers with regards to this matter will ensure that the SIOG 2017 Annual Conference is both informative and educational for all participants.

General information for presenters

Registration opening hours:

Thursday, November 9 | 07:00 – 19:30

Friday, November 10 | 07:30 – 18:30

Saturday, November 11 | 07:00 – 17:00

Your official name badge is required for admission to the Conference Centre and to all events. Your conference material can be collected at the Registration Area.

Speaker's preview room

This room has been designed to allow speakers a place to prepare their presentation. It is located in the Hilton Boardroom on the second floor of the hotel.

It is mandatory for all speakers to come to the Speaker Preview Room and sign in as soon as possible after arrival at the conference venue. Checking your presentation, technical verification and loading it onto the presentation network may take up to 2 hours. This will also serve as an indication to the relevant session Chairs and/or moderators as to whether or not you are in the building.

Opening hours:

Thursday, November 9 | 07:00 - 19:00

Friday, November 10 | 07:30 - 18:30

Saturday, November 11 | 07:30 - 15:30

All speakers will be asked upload their presentations at least 2 hours before their session starts using computers located in the Speaker's preview room. If your presentation is in the morning please come the day before.

Your presentation will be placed on a server and directly projected in the correct room the next day.

Please note that revisions can be made to your presentations in the speakers' preview room after they have been uploaded.

In the session rooms, all presentations will be delivered at a resolution of 1366 by 768 pixels on a HP PC with Windows 8 or higher and PowerPoint 2007 or higher.

Responsibilities

Meeting with your session chair / moderator

- Speakers should plan to meet with the Session Chair in the session room where the session is to be held 10 minutes before the session is due to start. The purpose of this meeting is to discuss general session arrangements.
- Your session chair has been encouraged to contact you prior to the meeting to request a copy of your presentation and a short bio with which to introduce you.

Length of presentation

- The length of time allotted for each presentation depends on the overall length of the session and the number of speakers in the session.
- Please ensure you keep track of your presentation time as each session has a strict time limit. Structure your presentation so that you present the main points and allow sufficient time for questions and discussions.
- There may not be enough time to go into all of the details, so please communicate only the most important points.

PowerPoint guidelines

- 1) Please note that we accept only computer based PowerPoint presentations. Slide/Overhead/VCR projectors will NOT be available. To ensure your presentation runs smoothly, please submit your presentation at the Speaker's preview room at least 2 hours prior to your presentation. An AV technician will be available to assist you and to load the PPT presentations prior to the start of the sessions.
- 2) Make sure slides are legible:
 - a. Use a sans serif typeface such as Helvetica or Arial.
 - b. Avoid using anything smaller than 24 pt font.
 - c. Keep the slides simple.
 - d. Keep title to one line.
 - e. Test slides for legibility and contrast
- 3) Language:

All presentations must be held in English.
Please explain any acronyms used in your oral presentation as well as your visuals for the benefit of all attendees.
- 4) Include your contact information and website URL on the final slide.
- 5) Check spelling using spell check programme or a proof reader. In the Speaker's preview room, a technician helps the speaker to transfer his or her presentation into the central conference network. When the transfer is complete, the technician performs a quick run of the presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied.
Desktop computers will be available at the Speaker's preview room for any last minute changes and to review presentations. No more changes can be made inside the session room where the session will take place.

In the session room

One hostess is assigned to each session room. They are all at your disposition and are in charge of the smooth running of your session.

In each session room, a technical assistant starts each presentation at the right time using the computer connected to the central congress network.

When the presentation is launched, the speaker has control and can navigate with a remote device.

Technical instructions

- Your presentation should be prepared in PowerPoint 2007, 2010 or higher in **16:9 format**
- Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24).
- Use high-contrast colours: light text on dark background or vice versa

For any questions and assistance, please do not hesitate to contact:

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