

1ST UK INTERDISCIPLINARY BREAST CANCER SYMPOSIUM

15TH-16TH JANUARY 2018

MANCHESTER CENTRAL CONVENTION CENTRE

Speaker Preview Information and Guidelines for Presenters

EXCHANGE ROOM 1, FIRST FLOOR

Opening Hours of Room: 7.30am to 5.30pm

Overview of facilities provided in Speaker Preview

- Laptops to enable presenters to review and edit their presentation
- Technicians to check content is formatted correctly
- Uploading presentations so they will be available for the correct session
- Advice on equipment available to presenter in their conference room

All presentations must be submitted, tested and uploaded at the Speaker Preview Room.

All presentations will be uploaded and supervised by the centralised Speaker Preview Room. Here the content for presentations must be delivered by the presenters to the technicians no later than 2 hours before their session and preferably the day before in the case of morning sessions.

Speaker Preview Room technicians will assist the presenter with any problems or queries regarding their presentation. They will check that any videos, images or audio files play correctly before uploading to the network.

Presentation Guidelines

- Please name Presentations by Date/Room/Surname/Title
- Microsoft PowerPoint and Prezi presentations are supported. Please create your presentations in 16:9 as the screens will be in this ratio. If

you are using a presentation that you have already produced in 4:3 format the technicians in Speaker Preview may be able to help to change it to 16:9

- Videos and images must be located within the same folder as the PowerPoint presentation. Moreover they need to be copied into the folder before they are inserted into the presentation. If presenters cannot do this before they attend Speaker Preview, they need to ensure they have a copy of the video files and images with them so they can be re-inserted if need be.
- Video formats supported by PowerPoint are; .avi, .mpeg4, .mov, .wmv other video formats may not play on the show laptops and therefore should be avoided.
- **FOR MAC USERS:** Export your Keynote presentation to PowerPoint for Mac, export your keynote presentation to movie (iMovie, QuickTime video with “Playback Uses” settings) or export it .PDF. Be aware of the need to edit/reformat the presentation - fonts, images and charts – especially when exporting to PowerPoint for Mac. For embedded movies please use the possibility of “Quicktime” to save the movie in “*.mpeg 1(2)”, or “*.avi” format. Please try out the proper functionality of your presentation as soon as possible in the Speaker Preview Room.
- **FOR MAC USERS:** We do not supply Mac adapters. If a presenter has to use their own Mac, they need to ensure they have their own adapter. Typically this will need to be Mac display to VGA.
- Use of personal laptops is not encouraged. Presenters wishing to do this will need to attend Speaker Preview and speak to a technician to discuss the feasibility of using their own machine.
- Only fonts which are included in the basic installation of Microsoft Office will be available. If the fonts used in a presentation are custom or specific to their company, the presenter needs to bring the font file with them. Without the correct font file, formatting may look different on the

presentation. Technicians are not able to download fonts from the internet.

- Speaker Preview and the conference rooms support Microsoft Office 2013 and later. Please save presentation files as .PPT or .PPTX.
- JPG, GIF BMP compressed images are the preferred file format for inserted images (other extensions may be used also, so long as PowerPoint recognises them).
- Supported media for submitting presentations are: USB Memory stick, HDD or by email).

Any presenters whose presentation does not adhere to these guidelines are advised to attend Speaker Preview at their earliest convenience to discuss with a technician.

Questions regarding presentations can be directed to the following ahead of the conference; Also any presentations can be sent prior to the conference to this email address.

Gary Warmington – Project Manager

gwarmington@blitzcommunications.co.uk

