

BAAP 2014 Presentation Instructions

Poster presentation instructions

The poster boards we will provide will be a minimum of 1m square. Please ensure your poster will fit these dimensions, in particular width-wise since there may not be space either side of the boards. This will accommodate an A0 size portrait poster (height 1.189 m, width 0.841 m), allowing for some overhang below the bottom edge of the board.

If you wish to provide hand-outs for your presentation, please bring these with you as there will be very limited facilities on site to make copies. We estimate an audience of around 120-130 delegates.

Oral presentation instructions

- The time allotted to each oral presentation is 15 minutes + 2-3 minutes for questions
- A PC lap-top (running MS Office 2010) and data projector will be provided with a VGA connection, but presenters may use their own lap-tops (PC or MAC) if they prefer. Wi-fi connectivity will be available
- If you wish to provide hand-outs for your presentation, please bring these with you. We estimate an audience of around 120-130 delegates

IF YOU WISH TO USE OUR EQUIPMENT:

- You must send your presentation in advance. We cannot guarantee that presentations will work on our equipment unless you send them to us to check. Please send your presentation to us by 31 March (to baap@phon.ox.ac.uk), together with notes on particular slides that may cause problems (because of audio or video files, fonts etc.)
- Please bring a PDF of your presentation on a memory stick as a fallback
- PowerPoint talks should be prepared using the Package for CD tool in Office

<http://support.microsoft.com/kb/828504> (Office 2007)

<http://office.microsoft.com/en-gb/powerpoint-help/package-a-presentation-for-cd-HA010336719.aspx> (Office 2010)

- Please test the talk on a PC that was not used to prepare the talk to test that embedded items such as fonts, audio and video clips have been included correctly

IF YOU PLAN TO USE YOUR OWN EQUIPMENT:

- Please let us know by 1 April, as you will need to test this prior to the start of your session and we need to plan for this;
- Please ensure you bring the necessary data display adapter for your lap-top, as we will not be providing these. Please also ensure your lap-top is fully charged.