



SPEAKER GUIDELINES

PROJECTION FACILITIES

Large screen data projection facilities are available in each session room. All screens provided will be 16:9 wide screen format and the native display resolution of the data projectors is 1280 x 720 Pixels.

Each session room is equipped with a laptop running Windows 10 and the latest version of PowerPoint. This is compatible with previous versions of PowerPoint. Please do not bring any other presentation formats as we cannot guarantee that the software will be installed on the system.

Speakers are advised not to use their own Computers, Tablets or Phones for their presentations, as there may be insufficient time between papers to connect and disconnect individual devices.

Harrogate Convention Centre will provide a 13Amp UK power socket, one HDMI cable and one 3.5mm mini jack at the lectern for devices to connect to the Projector and the PA system, please advise the Harrogate Convention Centre Technical department if alternative output required. The Harrogate Convention Centre do not provide any adapters for your devices, so please bring any leads that you need.

Please bring a suitable power supply for your device. We strongly advise against running your presentation on battery power.

It is essential that presentations be checked in the speaker room as early as possible to ensure compatibility with the hardware provided.

PRESENTATION PRODUCTION GUIDELINES

Speakers should save their presentation onto USB memory stick.

As digital media can easily be damaged we strongly recommend that speakers make a 'backup' copy of their presentation.

To assist the technicians with the identification of presentations, they should be saved with the speakers surname as part of the file name i.e. smith.ppt.

The first slide should be a title slide stating speaker name, presentation title and affiliation.

Graphics, written or tabular material must be of adequate size to be clearly visible to all delegates, even at the back of the hall. In general, text should not exceed 5-6 lines of bold print containing 6 - 7 words per line. If a larger amount of information

needs to be presented, it should be split into several slides.

When choosing fonts for your presentation ensure these are supported by Microsoft office. If a non-standard font is used within a presentation this will result in a substitute font being inserted by PowerPoint. This will at best make your presentation look a little odd and at worst unreadable.

Slides are easier to read when there is a high contrast between the text and the background (e.g. white/yellow letters on a black/dark blue/dark green background). Avoid using black text.

Essential information should be large and bold.

Make sure that the slides are not too crowded. As a guide, stand back ten times the screen width and read the slides.

Line graphs and simple drawings are more effective than tables of figures.

Slide transitions should be simple and consistent.

Ensure that any movie or sound files are included with the presentation on the memory stick.

There may be compatibility issues when running a PowerPoint for Mac Presentation on a PC and Apple Keynote Presentations must be converted to a Power Point Format. It is advisable to try the PowerPoint presentation on a PC prior to the conference.

SPEAKER PREVIEW ROOM FACILITIES*

All speakers making a presentation should visit the Speaker Preview Room at least 2 hours prior to the start of the session they are participating in. Speakers who do not require the use of audio-visual aids should still check in with the technicians in the Speaker Preview Room so that this can be noted.

Speaker Preview Room staff will assist in checking presentations and will instruct Speakers on the use of the audio-visual controls and set-up within the session rooms.

If speakers have any doubts about procedures, they can seek advice from the technical staff within the Speaker Preview Room or by contacting the Harrogate Convention Centre Technical Division prior to the event.

**(Where available - Please check with your conference organiser)*