



Conference for students by students

Oral Presentation Guidelines

General Information

Please proceed to the conference registration desk upon arrival, where you will receive your name badge. You will be directed to the speaker preparation room where you **must** check in with the audio-visual technicians between 8:00am - 8:20am.

Time Allocated

Your presentation is scheduled for **7 minutes** plus **3 minutes** for discussion and questions from the audience.

In the interest of fairness, please ensure that you keep to your allocated time frame. You are encouraged to rehearse your presentation with slides in advance to ensure that your presentation fits within the allocated time.

PowerPoint Presentations

Submission of your presentation prior to the conference is necessary to prevent from any unexpected issues on the day of presenting. Presentations are to be saved in a compatible format and emailed to: Biomedlinkconference@gmail.com with your program number no later than **Monday, October 28th**. Please note that there are often formatting inconsistencies between Mac and PC versions of Office, so please ensure you have vetted your presentation on a PC prior to the Conference.

If you insist to provide your PowerPoint presentation on site please let us know by emailing us and ensure you visit the speaker preparation area at the start of the conference.

Speaker Procedures

If you have emailed your presentation, you are still required to visit the speaker presentation room to confirm that your presentation file is loaded and receive instructions on using the electronic lectern. Please ensure that you have a copy of your presentation on a USB as a backup. Please be in the Chamberlin Theatre **no less than 15 minutes before** the start of your session to meet the session chair(s). The session chair(s) will time your presentation and if you wish give you a warning signal at 1 minute remaining. In the interest of keeping the sessions to time, the session chair(s) will stop presentations that run over time.

Style of Presentation

The organising committee of the conference would like to encourage all presenters to maintain a 'conversational' style of presentation rather than reading from a prepared script. The aim of the conference is to share information and ideas, and to generate discussion amongst attendees.

Further Assistance

Should you require any further assistance, please contact the conference organising committee Email: biomedlinkconference@gmail.com