

## SPEAKER PRESENTATION GUIDELINES

Congratulations on being accepted to give an oral presentation at our 2016 Annual Meeting. Please read ALL of these instructions carefully.

### IMPORTANT NOTES TO ALL SPEAKERS

- ❑ The meeting will support **Powerpoint, Keynote and PDF** presentations (**16:9 landscape mode is optimal**)
- ❑ All presentations must be uploaded in the Speaker's Room (**Room 10**) as they cannot be uploaded in the session rooms. **Do not email your presentation to the Meeting Organisers.**
- ❑ Report to the Speaker's Room (**Room 10**) no later than **2 hours** before your scheduled presentation time. Please attempt to upload your presentation the day before your talk, particularly if you have been allocated to a morning session
- ❑ If your presentation is scheduled for the morning of Monday 12 December, please try to report to the Speaker's Room on **Sunday 11 December between 14.00 – 17.00**
- ❑ You will be able to view and check your presentation in the Speaker's Room
- ❑ You will be able to control the advance of your slides from the lectern in your session room. A technician will be on hand to offer assistance if required
- ❑ Please arrive at your session **15 minutes prior** to the published start time of the first talk and make yourself known to your Session Chair. Please indicate how you wish to be introduced
- ❑ We strongly encourage speakers to attend their own session in full!

### PRESENTATION TIMINGS

Your presentation time is limited. Please refer to the programme and ensure your talk does not overrun the time it has been allocated. The final programme will be available online by the end of November. Most speakers are given 15 minutes, which includes question time - **presentations for standard oral sessions must not exceed 13 minutes**, allowing at least 2 minutes for questions. The session chair will keep you to time, signalling when you have 5 minutes and 1 minute of speaking time remaining, prior to questions.

### AT THE MEETING

You will receive your programme, name badge, and other details at the Registration Desk when you enter the ACC. **All speakers are required to check-in at the Speakers' Room no later than 2 hours prior to the start of their session.** Please note that your name badge will need to be shown as proof of identity in the Speaker's Room, before the staff upload your presentation to the system. If you are unavoidably delayed, you must still go to the Speakers' Room as talks cannot be uploaded in your session room.

The Speakers' Room is located in **Room 10** and will be open during the following hours:

Sunday 11 December	14.00 – 17.00
Monday 12 December	08.00 – 17.00
Tuesday 13 December	08.00 – 17.00
Wednesday 14 December	08.30 – 13.00

The computers in the Speakers' Room will run the same software as the session rooms. Presenters should make sure all fonts appear as expected and all sound/video clips are working properly before they leave the Speakers' Room. Speakers are responsible for the safety of their property; any drives left in the Speaker's Room may be disposed of.

Each session room will be equipped with a lectern, laptop and laser pointer. There will be a number of roving technicians on hand, and every session room will be staffed with a volunteer who will assist with the start of each presentation. Before the session begins, a technician will confirm that all presentations have been uploaded. If the technician notices a missing presentation, then he/she will contact the Speakers' Room for verification and notify the Chair if necessary. Once the presentation is launched, the presenter will be able to control it from the lectern.

#### **AUDIO-VISUAL GUIDELINES**

The session rooms will be equipped with a PC running Microsoft PowerPoint 2010 + Office 2010. PDF and keynote presentations are also supported. **You cannot use your own laptop for your presentation.**

If you are using movie clips or other multimedia, please ensure that all the relevant files are put in a folder, and that this is copied to a backup media drive. This is necessary for any clips to run properly; otherwise PowerPoint will not be able to find the relevant files. Remember to bring this drive with you to the meeting! We recommend that video is embedded in your slides, ideally using Windows Media Files (WMV) format. If you are using a special font in your presentation, please also embed it and bring a copy of it along with your presentation file.

SVGA 800 x 600 or XGA 1024 X 768 are recommended for desktop-size screen resolutions. Do not use a screen resolution of SXGA 1280 x 1024 or above as the size of the individual pixel is very small and your graphics/text will look smaller.

Please bring a second (backup) copy of your presentation, and any relevant additional files, to the Speakers' Room.

#### **SOCIAL MEDIA POLICY**

The BES loves social media! It is a great way to connect with people across the world, to share ideas and create collaborations. We heartily encourage people to tweet and post about their experiences.

However, we understand that some people will not want their research broadcast. We respect that, so have created a 'do not share' image for people to download (via the link

below) to add to their poster/talk presentation. We expect that fellow attendees will also respect such a request. We will explain the meaning of the 'do not share' image on social media, our website and in the Annual Meeting printed programme. If people do not include the 'do not share' image on their presentation, we will assume they are happy for their research to be publicised openly.

[www.britishecologicalsociety.org/AM2016/PRESENTER-GUIDELINES](http://www.britishecologicalsociety.org/AM2016/PRESENTER-GUIDELINES)

#### **NOTE FOR BES STUDENT PRESENTATION PRIZE CANDIDATES**

If you have entered your presentation for the BES Anne Keymer Student Talk Prize, judging will take place within your session, based on criteria including: visual style, scientific content, originality of research and effectiveness of communication. The winner will be announced after the Annual Meeting.

We look forward to seeing you and your work in Liverpool!