

Galway Bay Hotel, 27 & 28 March 2015

INSTRUCTIONS FOR ORAL PRESENTERS

Registration

All presenters are reminded that they must register and pay to attend the conference. You can register and pay on line at <http://www.aoticonference.ie/conference-information/registration.html>

Change of presenter

Should the name of the presenter change at a later date, please notify the Secretariat immediately.

Special needs

Please ensure that you advise the Secretariat of any additional presenters in your session and any special needs that these presenters may have (e.g. involvement of service users; special access needs).

Timekeeping

It is very important that all speakers keep to their allotted time. Please ensure that you have rehearsed and timed your presentation in advance of the conference.

Paper sessions are either 60 or 90 minutes in total with each paper presentation lasting 20 minutes with additional 10 minutes for questions at the end.

Workshops and Symposia are 90 minutes long.

Room Layout and Audio Visual Equipment

The following room layout and audio visual equipment will be provided:

- will be set up theatre-style to allow maximum attendance for the room
- are supplied with a laptop computer, a data projector for PowerPoint presentations, and screen
- Your presentation should be provided on a Memory Stick
- Microphones will be provided at the speakers lectern or on the top table

Speaker Preview Room

For presenters of papers, workshops and symposia, a speaker preview room will be available to check your presentation. You can access this room at any time during the course of the conference. A technician will be available to answer any technical questions that you may have.

Please check your presentation as early as possible and ***no later than 2 hours before your session is due to start.***

USB Memory Stick

Please bring your presentation on a USB Memory Stick. This will be uploaded onto a laptop computer provided by the organisers: Specification - Intel Pentium M, Processor 1.73GHz, 1 GB RAM, CD/DVD drive, running Office 2010/2013.

IMPORTANT - EMBEDDING FONTS

When saving your presentation, please follow these important steps to ensure that your fonts & logos are displayed correctly on our Show Computer:

Click **File** → Click **Save As** → Within the Save As Window click **Tools** → Click **Save Options** → Tick **Embed True Type Fonts** → Click **OK** → Click **Save**.

Your fonts & logos will now be embedded within your presentation.