



## Instructions for Oral Presenters

### Registration

All presenters are reminded that they must register and pay to attend the conference. You can register on line at <http://srf-reproduction.org/events/srf-annual-conference/registration/>. **The earlybird registration rates are available up to and including Friday 3<sup>rd</sup> June.**

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

### Timekeeping

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

### Presentation length:

Presenters in the following sessions should allow **10 minutes** for presentation + **5 minutes** for questions

- **Ovary**
- **Early Development 1**
- **Early Development 2**
- **Environmental and programming effects on reproduction**
- **SRF Student Prize Session**

Presenters in the following session should allow **15 minutes** for presentation + **5 minutes** for questions

- **SRF Postdoctoral Prize Session**

### Bringing your presentation to the meeting

Please **bring your presentation on a USB memory stick.**

All presenters must download their presentation at the technician's desk, located at the rear of the Stripe Auditorium, **at the latest 2 hours before the start of the session in which they are due to present** and ideally during breaks.

The audio-visual technician will download your presentation onto the organiser's laptop and it will be networked from this location to the lectern in the room where you are due to present.

**PLEASE NOTE THAT PRESENTERS WILL NOT BE ABLE TO PRESENT FROM THEIR OWN LAPTOP OR DEVICE.**

Those presenting during Tuesday morning and Wednesday morning sessions should download their presentations the day before presenting wherever possible to assist with timekeeping.

### Arriving for your session

Please arrive at the room where you are due to present, at the latest 10 minutes before the start of the session.

Make yourself known to the technician at the lectern who will familiarise you with the audio-visual controls.

Please then make yourself known to the Chairperson and take a seat at the front of the auditorium where seats will be reserved for speakers.

## Preparing your presentation

- The organiser's computer will be running the latest version of Microsoft Powerpoint
- Please note that Apple "Keynote" is not supported for this meeting.
- Slides should be set up in the 16:9 "Widescreen" format.

## IMPORTANT – embedding fonts

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

## Videos/Media Files

If your presentation includes media files, please also bring these as a separate files on your USB stick and allow a little extra time to check through your presentation with the technician.