



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://www.arterysociety.org/our-activities/our-conference/registration/>

It is very important that we know the name of the **PRESENTER** - please ensure that we have the presenter's contact details. **Should the presenter change at a later date, please let the Secretariat know immediately by emailing artery@conferencecollective.co.uk**

Timekeeping

It is very important that all speakers keep to their allotted time. Please refer to your individual acceptance for confirmation of the timing of your session. Please ensure that you have rehearsed and timed your presentation in advance of the conference.

Room Layout and Audio-Visual Equipment

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

- theatre-style to allow maximum attendance for the room
- a laptop computer, a data projector for PowerPoint presentations, and screen will be supplied
- your presentation should be brought with you on a Memory Stick
- microphones will be provided at the speaker's lectern and on the top table

Speaker Preview Room

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.**

Speakers should arrive in the auditorium at the latest five minutes before the start of the session and make themselves known to the Chairperson.

Bringing your Presentation to the Meeting

Please bring your presentation on a memory stick for use with the hardware provided by the organisers. The audio-visual technician will download your presentation onto the Secretariat's laptop. **Presenters are not able to present from their own laptops or Macs.**

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:

SAVING INSTRUCTIONS FOR MICROSOFT POWERPOINT 2003, 2007 & 2010

PowerPoint 2003 or earlier versions of PowerPoint

1. Start PowerPoint, and then open the presentation.
2. On the **File** menu, click **Save As**.
3. On the **Tools** menu (bottom of window) in the **Save As** dialog box, click **Save Options**.
4. Click to select the **Embed TrueType fonts** check box, and then click **OK**.

PowerPoint 2007

1. Start PowerPoint 2007, and then open the presentation.
2. Click the **Microsoft Office Button** and then click **Save As**.
3. On the menu **Tools** (bottom of window) in the **Save As** dialog box, click **Save Options**.
4. Click to select the **Embed fonts in the file** check box, and then click **OK**.

PowerPoint 2010

1. Start PowerPoint 2010, and then open the presentation.
2. Click the **File Tab**.
3. Click **Save As**.
4. On the **Tools** menu (bottom of window) in the **Save As** dialog box, click **Save Options**.
5. Click to select the **Embed fonts in the file** check box, and then click **OK**.

Video Files

Presenters creating slides in Microsoft PowerPoint 2010 will note that any video files (e.g. .wmv, .avi) will be embedded within the final presentation file. However, all presenters with video files, regardless of PowerPoint version, must still supply the **individual video files** along with their PowerPoint slides.