



INSTRUCTIONS FOR ORAL PRESENTERS 2023

Registration:

All presenters are reminded that they must register and pay to attend the conference. You can register online [here](#).

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

AV Desk:

A speaker preview facility will be available to check your presentation. You can access this area during official breaks at the conference, where 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 Forum at the latest five minutes before the start of the session and make themselves known to the Chairperson.

ARTERY
23



5 - 7 October 2023, Bonn, Germany

ARTERY
Association for Research into
Arterial Structure and Physiology

VASC
AGE NET

DeGAG
Gesellschaft für
Arterielle Gefäßbiologie
Deutschland Österreich Schweiz & F


Funded by the
European Union


EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY

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 INFORMATION

- We encourage all speakers to refer to this [Microsoft guide](#) on how to ensure your PowerPoint slides are digitally accessible.
- Slides should be produced in a **16:9 format**, the option for which is in PowerPoint under 'Design (on the top toolbar) > Slide Size > Widescreen 16:9.
- To help keep talks to time, we recommend that speakers limit the number of slides based on the total length of their speaking slot, roughly one slide per minute. For example, if your speaking slot is 10 minutes in length, aim for 10-11 slides.
- To help with organisation on the day, please use the following name convention when submitting your slides **LASTNAME_Firstname_DateofTalk.pptx**