



## INSTRUCTIONS FOR ORAL PRESENTATION SPEAKERS

Congratulations on having your abstract accepted for presentation at the upcoming ICOH 2018 Congress in Dublin, Ireland. We have been working hard over the past few months to bring together the Congress programme and appreciate your contribution to it. Below you will find some useful information to ensure that presenting at ICOH 2018 is an enjoyable and beneficial experience.

### **Congress Programme**

The Congress programme is available on the website, to view the programme [please click here](#). Please check the programme to make sure that you know where and when you are scheduled to present. If you have any queries/conflicts in relation to the programme please contact [icoh2018@conferencepartners.ie](mailto:icoh2018@conferencepartners.ie)

The order that the papers in your session are listed in the programme is the running order for presentations during the session. If you are presenting at two sessions that coincide you should contact the organiser of both sessions and arrange to be placed first in one session and last in the other. This will easily allow you to move between rooms and ensure you can contribute to both sessions. Please note it will take no longer than 3-4 minutes to move between rooms and that your presentations will have been uploaded to the computers in the relevant rooms in advance.

### **The Congress Venue**

The Congress Presentations/Parallel Sessions will be held in the Convention Centre Dublin, Ireland on the **Liffey Level (1<sup>st</sup> floor), Wicklow Level (2<sup>nd</sup> floor) & Auditorium level (3<sup>rd</sup> floor)** of the venue. Please make sure to check the schedule in advance for your room name and location. Maps of the venue are available on our website, the conference app and within the Convention Centre.

### **Presentation Format**

- Official Language: English
- Acceptable Presentation File Format: Microsoft Office PowerPoint 2013 or earlier versions (.ppt, .pptx) / Adobe Acrobat (.pdf)
- Use standard fonts such as Times New Roman, Arial or Tahoma which will be installed on the session room computers. If you use any special or unique fonts, your presentation may not appear correctly using the session room computers.
- Verification of proper performance in the Speaker Preview Room is essential, particularly if video or animation is included in the presentation.



- All room computers will be equipped with Window 7 based PCs with Microsoft PowerPoint 2013 and Adobe Acrobat Viewer installed.
- Presenters will not be allowed to load presentations directly onto the session room computers and they will not be allowed to use personal laptops to avoid problems with computer-projector compatibility.
- **You must add a 'conflict of interest' slide** into the beginning of your presentation. Two slides are available – one to 'declare no conflict' and one to 'declare a conflict'. Please choose which one is applicable to your presentation and download and insert.
- We have also created an ICOH 2018 slide template you are free to use to create your presentation in.

[Click here](#) to download the congress PowerPoint slides.

### **Speaker Preview Room**

On arrival at the venue please bring your presentation on a USB to the Speaker Preview Room which will be located in **The Forum (congress exhibition area) which is on the ground floor of the venue**. There will be technicians available in this room to receive your presentation. PLEASE NOTE: You cannot present directly from a USB or your own laptop in the session room. You must go to the speaker preview room. This must be done a minimum of 4 hours prior to your presentation slot.

### **Opening Times for speaker preview room**

- Sunday 29th April                      16:30 – 20:30
- Monday 30th April                      07.30 – 17.00
- Tuesday 1st May                        08.00 – 17.00
- Wednesday 2nd May                    08.00 – 17.00
- Thursday 3rd May                       08.00 – 17.00
- Friday 4th May                          Closed

### **Audio Visual Equipment**

Each room contains the following equipment:

- Screen
- Projector
- Laptop
- Wi-Fi



## Availability of Abstracts

Abstracts will be made available on the Congress App. They will also be made available in BMJ OEM supplement, if you agreed to that, on the Congress website from mid-April.

## Time Keeping

Standard Presentation Time (1.5 hours)

- 4 presenters x (15 min for presentation + 5 min for Q & A)\*
- 5 presenters x (15 min for presentation + 3 min for Q & A)
- 6 presenters x (10 min for presentation + 5 min for Q & A)

Oral presentation slots vary in timings. Please find the details of your session on the website, and ensure that the length of your presentation matches with the time available to you as indicated above e.g. if there are 4 speakers – your presentation should be compiled to be 15 minutes in length. Chairs have been asked to be strict in all of our sessions about time compliance to avoid over-run.

Please ensure that you arrive punctually for your presentation time slot, arriving at least 10 minutes before the session is due to start. The Congress programme is extensive, featuring nearly 900 presentations in over 170 Parallel Sessions. So, keeping to schedule is essential. There will be technicians and volunteers on site at all times to assist with any technical difficulties or to help as necessary.

## Time Keeping Cards

Each session chair has a set of time keeping cards which they will use to communicate with presenters to keep the sessions on time.

- A **green card** indicates that you have 5 minutes of presenting time left
- A **red card** indicates that the presentation time is finished

## General Information

A general information email for all delegates will be issued one week prior to the Congress so keep an eye out for it. It will contain practical travel information and tips to help you to make the most out of your visit to Dublin. If you have any queries please contact [icoh2018@conferencepartners.ie](mailto:icoh2018@conferencepartners.ie)

We thank you for your contribution to the Congress.

We look forward to seeing you in Dublin.

Kind regards,

**ICOH 2018 Congress Programme Committee**