



7th Symposium of ESES 2017
Thursday 6 - Saturday 8 April, 2017
Mathematical Institute, Oxford



Guidelines for Oral Presenters

There will be no preview room available and to ensure the smooth running of the conference, speakers are requested to upload their presentations in the Lecture Theatre the afternoon prior if they are speaking in the morning session and if they are speaking in the afternoon session then to upload in the morning breaks on the same day. As a speaker you are responsible for ensuring that you report and upload your presentation in the requested timeframes.

Lecture Theatre 1 has two large screens and projectors, which can project either from the built-in desktop, or from your own laptop via HDMI or VGA connection.

Please be advised that Mac users will need to bring their own adaptor if they do not have these ports as the venue do not provide these.

If your presentation requires particular non-standard software, please check with the venue so we can ensure that the desktop can accommodate it, as software cannot be downloaded to the machines you may need to present from a laptop. In particular, videos embedded into Powerpoints can cause issues, so it is best to bring a copy of the video itself in addition to the presentation. The PC runs on Office 2010.

There are two handheld microphones, two clip-on microphones and one microphone built into the lectern available for use. There will also be a laser pointer and slide advancer.

Speakers are encouraged to bring their presentations saved on a USB memory stick in PowerPoint format.

If you would like to submit your presentation in advance of the meeting then please email events@maths.ox.ac.uk, and send your presentation as a power point. The venue have requested not to use embedded video as it will not run on their systems - this can either be uploaded it so it can be found online, or to use your own laptops.

Abstracts will be published in Langenbeck's Archive in Surgery.

If you need help or advice whilst onsite, then please speak to any of the Conferences and Events team.

Please ensure that at the beginning of your presentation please ensure that you include a first slide with a Declaration of interest.

Presentation Guidelines

- Slides should be formatted for 'on screen show' within the 'page set up' menu of Microsoft PowerPoint.
- Graphics, tables and text should be of a sufficient size to be clearly visible at distance. In general, text should not exceed 6 lines of bold text containing 6-7 words per line. Large amounts of information should be split over several slides.
- When choosing fonts for your presentation, please ensure that they are supported by Microsoft Office. If a non-standard font is used within a presentation, this will result in a substitute font being inserted by PowerPoint. A list of supported fonts can be found on the Microsoft website: <http://support.microsoft.com>.
- It is advised to avoid complicated slide transitions.
- PowerPoint presentations created on Apple computers must be saved as a PC format file (.ppt). It is advisable to try the presentation on a PC prior to attending the conference.
- When saving your presentation, please use the following format:
Surname_Forename_DayPresenting.ppt