

## **The Uncovered Guidelines for Presenters**

### **Oral presentations**

The large numbers of oral presentations means that there may be up to eight papers in a panel session. The number of presentations in each panel session varies. The maximum amount of time for any single presentation will be 20 minutes, including questions and discussion afterwards.

To ensure the smooth running of the sessions and maximize the time for discussion, all presentations will need to be pre-loaded onto the computers within the rooms. Presenters are requested to undertake the following actions before attending the session in which they will present:

- Check the programme guide in the delegate pack to confirm timing for your presentation.
- Please submit your presentation on either a memory stick or CD to a member of the conference team at the conference registration desk for uploading. This should be undertaken the day before you present your paper.
- A laptop computer and projector will be provided for your presentation using PowerPoint software. Slides are not acceptable. A cordless slide advancer with built-in laser pointer will be provided.
- Arrive at the meeting room before the session begins and contact the session chairs for last-minute instructions or changes in the schedule.
- During your presentation, state the purpose/objectives of the paper, the main concepts and results, and the conclusions.
- Avoid going into detail.
- Ensure that your visual aids can be viewed clearly from a distance of at least 20 meters.
- Do not read your paper, but instead talk to the audience. Speak slowly and audibly.
- Do not exceed the allocated time for your presentation.

**State clearly how your work relates to the topic of stock recovery.**

### **Posters**

If you have a poster to present, please report to the registration desk. You will receive instructions about where to hang your poster. Please note that presenters of posters should be available to discuss their contributions at the Poster Session. Posters will be on display throughout the conference.

Accepted posters should be prepared in A0 format (84x120 cm), preferably in portrait format. We suggest that authors bring with them some copies of the poster printed in A3 format for distribution at the symposium.

Fittings will be provided.

- It is essential that written text, graphs, and other illustrative material used in the poster are large and bold enough to be read at a distance of at least 2 meters. The lettering of the written text, labels for graphs and tables, etc., should not be smaller than 4–5 millimeters.
- The title and author(s) of the poster should be prominently displayed.
- Authors will have the opportunity to present their poster during the **Poster Session on Wednesday 4 November 2009 from 19.00–22.00**.
- Authors are encouraged to include a personal photograph on their poster to facilitate their recognition by those viewing the posters.

**Do not overcrowd your poster as you may discourage your potential audience.**

**State clearly how your work relates to the topic of stock recovery.**