

ICN Congress 2009

Leading Change: Building Healthier Nations
29 June – 4 July 2009 Durban, South Africa

GUIDELINES FOR CONCURRENT SESSIONS AND SYMPOSIA

INSTRUCTION TO SPEAKERS (subject to alterations)

When you arrive at the Congress:

- Collect your registration materials at the registration desk.
- Report to the Speakers' Lounge at least **one day before** the start of the session during which you will give your presentation. We encourage you to register at the Speakers' Lounge as soon as possible to avoid any last minute problems.
- The Speakers' Lounge is located in the Congress centre and there will be signs at the entrance.
- You will receive further instructions on site in the Speakers' Lounge.
- A technician will be available at the Speakers' Lounge and in the main session rooms to provide assistance when needed. A technician will be on call for the other presentation rooms.
- Be available by your room door at least **10 minutes before the start of your session**.
- If you have questions, please contact a staff member at the Speakers' Lounge.

At the Time of your Presentation:

Please be certain that the length of your presentation stays within the allotted time and leave time for questions from the audience. Session moderators are instructed to terminate presentations, which exceed their time allotment.

AUDIO-VISUAL EQUIPMENT PER ROOM

All session rooms are equipped with:

- Data projector for PowerPoint presentations
- Laptop (no Macintosh)
- Clip microphone
- Lectern microphone
- Laser pointer

POWERPOINT

Since good material does indeed help to clarify your talk and poor material is more likely to distract attention, you may find the following guidelines helpful.

1. Use Microsoft PowerPoint version 2000.
2. Make sure your presentation does not exceed 5 MB.
3. Use screen resolution 800 x 600 pixels to guarantee the compatibility to the data projectors.
4. Please bring a USB or CD-ROM with your presentation (Microsoft PowerPoint version 2000) to the technician in the Speakers' Lounge at least one half day before the start of the session during which you will give your presentation.
5. When you use power point always use the option: 'Font TrueType'.
6. Keep the use of animations limited.
7. **Macintosh presentations are not compatible and cannot be used!**

GENERAL RECOMMENDATIONS FOR THE PREPARATION OF PRESENTATIONS

Many excellent oral presentations fail to reach the audience due to bad preparation or poor presentation material. We have put together guidelines and recommendations that may assist in preparing your presentation.

You should plan your presentation carefully and co-ordinate each phase of your lecture with your PowerPoint slides. You should select your vocabulary to address as wide an audience as possible and avoid unfamiliar abbreviations or expressions. Please note that many of the sessions will have simultaneous interpretation and that many in the audience may not speak your language as their mother tongue. Please remember to speak slowly and clearly.

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Remember, the three rules of effective presentation are:

1. Introduce your topic and inform your audience what you intend to speak about.
2. Deliver your talk, including the methods, results and conclusions.
3. Summarise for your audience the most important points of your lecture.

The following suggestions for proper delivery may also prove useful:

1. Bring a text prepared specifically for the oral presentation. Your copy should be highly legible (ALL CAPITALS, for instance) double or triple-spaced, with well-marked cues for slides.
2. Number the sheets at the bottom of the page, and have them in proper order and position.
3. Find time during breaks before sessions begin, and acquaint yourself with the operation of the podium and location of the equipment. Congress staff will be present to assist you.
4. Give the technician any special instructions you may have before, not during the talk.
5. Be careful to speak in accordance with your slide sequence, discuss the material as written on the slide, and use a pointer to guide the audience. Do not wave the pointer around the slide.
6. Please stay within the time limit allocated for your presentation. Please note that the symposium is programmed for 80 minutes that should be divided by the presenters allowing time for discussion. Concurrent sessions have 18-20 minutes for your presentation including time for discussion. We strongly urge you to allow time for questions and comments. Three abstracts (18 minutes each) will be presented in each concurrent session of 54 minutes. Four abstracts (20 minutes each) will be presented in each concurrent session of 80 minutes. Between sessions 10 minutes are allocated to allow participants to change rooms without disrupting the presenters.

Important notes for the preparation of a slide show

1. A coloured background usually works better than black and white. Colours should be kept limited and simple.
2. Use the minimum of text on a slide; try not to use more than 6 bullet points per slide. The fewer the better.
3. Leave out text you do not plan to discuss.
4. Use several slides to cover a detailed topic that cannot be logically included on one slide.
5. If you must refer to one slide on several occasions during your presentation, use duplicates instead of trying to return to the original.
6. To coin a phrase, graphs often speak louder than words.