Instructions for Oral Presentations and slide preparation
Ensure you have read this as it contains information that you will require.

Timing
Your presentation must not be longer than 15 minutes. No more than 15 slides can be used. All presenters have 20 minutes in the conference programme. The additional 5 minutes is for presenters to set up at the beginning of their presentation and take questions afterwards. You will not be allowed to overrun your allotted time.

Language
The official languages are French and English. Speakers can present in either language. However, the language generally used is English. No translation services will be provided in the sessions.

Equipment
- **All speakers are to use their own laptops**: **(either Windows or Macintosh) to give their presentations.** If you are using a Macintosh you must bring your own adaptors for connection to the projectors.
- The connection to the projector is either a HDMI cable or a 15 pin VGA cable.

- All speakers must bring their presentation with them on a USB memory stick as a back-up.
- The electrical supply is 230V. Speakers are responsible for their own transformers and plug adapters.

Instructions for Oral Presentations
All speakers **MUST** go to the room where they are giving their presentation 15 minutes prior to the beginning of the session for a chairman briefing and to check their equipment.

All speakers are encouraged to check their laptop with the equipment on the podium before the session starts.

If there is a problem connecting the laptop to the projector please let the chairman know as an alternative laptop can be provided.
- Please introduce yourself to the session chair and to the other speakers in the same session.
- Due to limited time, the introduction by the session chair for each speaker will be very brief.
- Sit in the front row of the conference room.
- When it is time for your presentation, go to the podium as soon as the previous speaker finishes their presentation and has answered questions. You are required to plug your laptop into the video projector.

The session chair will introduce your presentation and ask you to start.
You must:
1. Start immediately. Do not introduce yourself again. You only have 15 minutes for your presentation and 20 minutes in total. You will not be allowed to over run this time.
2. Be mindful of the time. Remember you not only have to give your presentation but you should leave a few minutes for questions.
3. Obey your chairperson's instructions. You will receive a warning sign when you have 5 minutes and 2 minutes of your allotted time left.
If you leave time for questions at the end of your presentation, listen carefully to the questions from the audience and answer them briefly. If you cannot answer the questions briefly, ask for a private discussion after the session.

Sharing your presentation after the conference
Please come to the conference reception desk with your presentation on a memory stick as a PDF file. The

conference team will take a copy of your presentation. The file should be named as the number of your paper. Alternatively email hfo2018@ior.org.uk a PDF copy of your presentation when available.

2. Slide layout: slide format should be the standard 4:3 layout.
The recommended font is Calibri. Recommended font sizes are:

- Slide title: 36
- Titles: 28
- Text: 24
- 1st bullet list: 22
- 2nd bullet list: 20
- 3rd bullet list: 18

Slide title: a minimum of font size of 33. Maximum font size of 44
Level 1: font size 24
Level 2: font size 20
Level 3: font size 18
Level 4: font size 18
Level 5: font size 16

As your presentation is limited to 15 minutes, you should use roughly 15 slides

For main content do not use a font size smaller than 18 points. Always use landscape paper format for your presentation. A template slide can be accessed at www.hfo2018.com authors information page.

3. Commercialism Policy: There is a strict non commercialism policy for all IIR conferences**.**
Put the names of authors, presenters, affiliations, company names supporting organizations, corporate logo on the first slide only

4. Speaker registration
The registration desk is open

- Sunday 2nd September: 6.00pm – 9.00pm
- Monday 3rd September: 8.00am – 5.00pm
- Tuesday 4th September: 8.00am – 5.00pm
- Wednesday 5th September: 8.00am – 1.30pm