

ATACD

Changing Cultures: cultures of Change

Presenters' Instructions

The lecture theatres are equipped with the following audio-visual equipment:

- Data projector
- PC with PowerPoint facilities (Windows XP Professional – Windows XP and Office 2003)
- wifi access (Magna Aula, Sala Gran lecture theatres only; organisers will confirm the set up in the other rooms as soon as possible)

Oral presentations

Speakers should ensure that they arrive to their lecture room at least 15-20 minutes before the session starts. Speakers are requested to bring their presentation on an USB memory stick and preload it onto the PC located in the lecture theatre before the start of their session. **Speakers should save their presentation on the D:drive of the PC, not on the C:drive or the desktop.** Saving your presentation on C:drive or on the desktop may result in loss of data after the computer has been switched off.

Please note that the University cannot provide any Mac computers, so speakers should ensure that their presentation is saved in an alternative format that is PC compatible.

Direct connection of laptops to the data projector (with set up in the break prior to the corresponding session) is an acceptable but not a recommended alternative. Presenters should inform the organizers about this latest by Tuesday 17 November by writing to atacd@gold.ac.uk. They should state their abstract reference number followed by the word "A-V requirement" in the subject line of their email. UK to Euro converter plugs will not be provided on site, so UK speakers are advised to bring this piece of equipment with them.

All presenters are asked to prepare their talks to match the allocated times which will be strictly enforced by session chairs:

Plenary presentations – 30 minutes plus 15 minutes for questions

Oral presentations – 20 minutes plus 10 minutes for questions

Poster presentations

Posters will be on display during the conference in the Foyer area, 4th floor. Each poster board is 1.50 m wide and 1.20 m high. Boards are pin compatible (please note that velcro cannot be used on the boards).

Each presenter is responsible for printing their poster and ensuring that it is displayed on the board allocated. Posters can be displayed from Thursday morning to Saturday afternoon. All posters should be removed by 16.00 hrs on Saturday 12 December.