

GUIDELINE FOR ORAL PRESENTATIONS

Time allocation: The time allocated for a presentation is 12 minutes, with a further 3 minutes allowed for discussion. In total an oral session is 15 minutes.

Speaker Ready Room: All speakers must check in at the Speaker Ready Room preferably the day before your session to preview your presentation. If you are checking in on the day of your session, please come by at least 4 hours prior to the start of your session. Technicians will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary.

If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. Do not bring a laptop or other media device directly to the session room.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly. The computers in the meeting rooms are identical in configuration to the computers in the Speaker Ready Room.

During Your Presentation: Each meeting room will be staffed with a technician who will assist with starting each presentation. Once the presentation is launched, the speaker will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard.

Computer Equipment: Speaker Ready Room (and all meeting rooms will be equipped with Windows based PCs with Microsoft PowerPoint 2013 installed. Verification of proper performance in the Speaker Ready Room is essential, particularly if video and animation is included in the presentation. Please note that Internet access will not be available during your presentation.

All electronic files must be submitted in the Speaker Ready room using one of the formats listed below:

- PowerPoint 2013 or earlier version
- Operating System: Media should be PC Formatted
- Web Browser: Internet Explorer
- Plug-Ins: QuickTime, Adobe Acrobat
- Video Playback: Windows Media Player; QuickTime
- PDF Reader: Adobe Acrobat
- Unix Users: Bring HTML Files or Adobe Acrobat



**12TH SOCIETY FOR TROPICAL AND VETERINARY MEDICINE
&
8TH TICKS AND TICK-BORNE PATHOGENS CONFERENCE**

***If your presentation contains any video or audio, please submit your files to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that may be required.**

Even if you have submitted your presentation in advance, please plan to bring the latest version of your presentation to the meeting on one of the following media types as a safety backup for your talk.

- USB Flash Drive or Hard Drive (any brand that does not require drivers)
- CD ROM (CD-R, CD+R)
- DVD ROM (DVD-R, DVD+R)
- CD+-RW and DVD+-RW
- Memory Card (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)

Kind regards,

Christine Maritz-Olivier

Chairperson: TTP/STVM organizing committee

