



GUIDELINES FOR PRESENTERS

ORAL PRESENTATIONS

Confirmation of Presenter

To ensure inclusion of your abstract in the conference and in the conference Book of Abstracts, the nominated presenter must register online for the conference on or before the **May 24th, 2010**. If you have not done so, please **log in to your SEGH 2010 account** following the link from the main conference website (www.nuigalway.ie/segh2010), and **confirm the name of the presenting author**. Abstracts without an author/presenter as a registered delegate **will be automatically removed** from the conference after May 24th. Removed abstracts **will not** be reinstated.

Presenter Biography

To aid presenter introduction by the Session Chair, please submit your presenter biography (less than 100 words) by logging onto your Dashboard following the link from the main conference website.

Presentation Format

The duration of oral presentations is 12 minutes followed by 3 minutes for questions and discussion. Please ensure that your presentation duration has been carefully checked (12 minutes maximum). The presentation schedule will be strictly enforced by each Session Chair, to allow the audience to switch between sessions. Each presentation venue will have a sound system and **PC with Microsoft PowerPoint software**, linked to a data projector. **Please use file format: Microsoft PowerPoint 2007** (compatible downward, e.g., version 2003)

Uploading of PowerPoint files

Oral presenters are advised to upload their PowerPoint presentation files to their SEGH 2010 conference account **before June 23rd**. The presentation will be accessible via the presenter's SEGH 2010 Dashboard following the link from the main conference website. Please bring a copy of your final presentation on memory stick with you to the conference. Before your departure, make sure your memory stick is virus free, as viruses may make your memory stick unreadable. It is also a good idea to send your PowerPoint file to your own e-mail account for backup purpose.

Presentation

Presenters are requested to find an opportunity in advance of the presentation to familiarize themselves with their presentation venue and podium environment. Oral presenters are required to be at their presentation venue **at least 15 minutes** before their session starts. If you make any changes to your presentation file after June 23rd you should upload your presentation to the computer system in the presentation venue at least 30 minutes before the session starts. A technician will be available to help, in each presentation venue, throughout the conference. Presenters should introduce themselves to their Session Chair who will be available in the presentation venue before the session begins. This will allow a final check that all necessary presentation materials are in place before the session starts.

POSTER PRESENTATIONS

Confirmation of Presenter

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Poster Format

A poster stand of approximate size A0 will be provided for displaying posters. Posters should be presented in A0 size, portrait, i.e. 1189 mm x 841mm. The background colour of the display board will be maroon.

Poster Display

The display board will be covered in felt and Velcro stickers will be provided for attaching posters. Please do not use any other kind of adhesive. Posters must be hung between 16:00 – 19:00 June 28th, 8:15 – 8:45 June 29. All authors are requested to put up their posters during this time frame. Displaying and removing posters is the responsibility of the presenter(s) i.e. at the beginning and end of the conference. As part of the Poster Presentation, authors are requested to be available during break times and poster sessions to share information and answer queries.

Query

Please email kerry@gowest.ie if you have any queries regarding your presentation.