

## RSPSoc 2009 Oral Presentation Instructions

I enclose information about the oral presentations for RSPSoc 2009.

1. Each presentation slot is timetabled to last 20 minutes. This includes time for all questions and presenter changeover. I suggest you plan to talk for 15 minutes, keeping in mind that 1 slide normally takes 1 minute to talk too. Please do not try and fit in 30-40 slides, be considerate of your fellow speakers as you eat into their time.
2. I will instruct the chairs to be strict with their timekeeping, to allow time for questions.
3. It will be necessary for you to upload your presentation to the conftool site at least one morning or afternoon period prior to your allocated speaking time. We will help you with this by having a dedicated paper upload PC near the conference registration desk and an even more dedicated student helper available to assist.
4. For the more prepared amongst you, I will send instructions on how to do this prior to the conference after the 20th August. File format must be .pdf, .ppt or .pptx and must be less than 10 Mbytes. Please compress your images for display resolutions.
5. Please label you file  
<conftool\_paper\_submission\_id>\_<surname>\_presentation.ppt
6. I suggest that you bring a copy of the presentation along with you on USB in case technology fails us on the day.
7. Please turn up at your session prior to it commencing and make yourself known to the chair.
8. In each technical session there will be a conference helper to assist you with any questions you may have.
9. Note that in some rooms, you will need to wear a microphone.

Email me if you have any questions: [rspsoc2009@le.ac.uk](mailto:rspsoc2009@le.ac.uk)