

3rd World Congress on

Public Health & Nutrition

February 26-28, 2018
London, UK

SPEAKER GUIDELINES

Standards and Guidelines for Speakers and Moderators

Conference Series Ltd is pleased to welcome you as a presenter at **Public Health 2018.** High-quality presentations are essential for the success of **Public Health 2018**. To help you plan your presentation for **Public Health 2018**, please find in this document important information about the audiovisual equipment available in the meeting rooms, along with guidelines to help you prepare and deliver your presentation.

These standards and guidelines are intended to provide guidance to speakers and moderators at events conducted by **Conferenceseries Ltd, UK**. The **Public Health 2018** desires that speakers and moderators:

- Have a significant knowledge and expertise of the subject area;
- Have sufficient presentation skills to effectively communicate
- Do not engage in excessive commercial presentations of their organization;
- Be conscious of the time limitation of their presentation;

Note the recommendations (below) for preparation of PowerPoint presentations; and understand that materials provided for **Conference Series** event become the property of **Conferenceseries Ltd, UK**.

THE SETTING:

All meeting rooms for any of the conference main tracks, as well as for any workshop, symposium and technical briefing, are equipped with:

- One screen
- One electronic data projector
- One laptop computer

SPEAKER STANDARDS:

1. Knowledge of the subject. Speakers shall have both in-depth and broad knowledge of the presented subject, going beyond their personal experience or the experience of their organization or firm. This will help provide examples for participants that illustrate various points of view or methods of doing things, and allow more complete responses to questions. It is also valuable to incorporate a global perspective whenever possible on the topic of discussion.

2. Presentation skills. Speakers shall understand how to address and teach adults. This includes, at a minimum, good voice projection, coordination of oral and visual information, ability to interact positively with the audience, and ability to synthesize information into understandable segments and present them in an orderly and logical manner. One should avoid reading material from the slide presentation. Slide material should touch on key points of the presentation. Presentation skills will be a major factor used by NCPPP staff and committees when recruiting speakers. In addition, NCPPP allows only one speaker from any given organization to speak on a panel, and not more than two speakers from the same organization to participate in a single program.

SPEAKER GUIDELINES:

1. **Language:**

Presentations as well as all audio visual material should be presented in English (slides, DVDs …)

2. General instructions

All presentations are held in **Microsoft PowerPoint on a PC running Windows**.

If you are using other software than Microsoft PowerPoint on a PC running Windows (example : Open Office, PowerPoint for Mac, Keynote) please make sure your presentation is converted to Microsoft PowerPoint for Windows PCs before you travel to the congress (preferably by trying the converted presentation on a Windows PC).

Presentations in Acrobat PDF format or Word format are not accepted.

Speakers are kindly requested to respect the allotted time to guarantee a smooth running of the sessions. Computer projection will be available. Neither slide (35mm) projections nor personal laptops (MAC and PC) will be used in the congress rooms. A single computerized system will manage all projections and will send the presentations to the assigned congress rooms automatically. This method guarantees an easier management, a higher quality of projection and a quicker and smoother running of the presentations. The use of personal laptops (MAC and PC) for presentations will not be allowed

In the conference session rooms our organizers help the speaker to transfer his or her presentation into laptop from where the presentations would be projected before the start of the session with the support of moderator or session chairs.

3 Technical instructions:

During the congress, presentations will run on PowerPoint 2010 with a resolution of 1024 x 768 pixels.

Your presentation should be prepared in PowerPoint 2003, 2007 or 2010.

Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24)

Use high-contrast colors: light text on dark background or vice versa

A maximum of 7 lines / slide and 5 words / line will improve the communication value of your slide.

PowerPoint presentations on USB memory stick (preferred medium) disk or CD Rom must be delivered at the Speaker Preview Room at least two hours before the beginning of the session

4 Suggestions to improve a PowerPoint presentation

• In general: the smaller your PowerPoint presentation (in size) the easier to handle it.

• Any movie/image file must be in the same folder of the Power Point presentation and must be copied in the folder before being included in the presentation. (1) Alternatively use "Pack and go" or "Package to CD/DVD/USB" in PowerPoint. For ease of possible assistance if there is a problem with your movies (not playing on standard machines because codecs under which the movie has been recorded are unknown and uninstalled on standard machines) we recommend not to use the new feature in Powerpoint 2010 to EMBED the movies inside your presentation. We advice to LINK to the movie file.

• We suggest putting maximum one movie per slide.

• The following media are recommended to facilitate the presentation download at the Slide Centre: USB memory sticks (preferred medium), CD-Roms and DVD. It is also possible to download the presentation from a personal laptop at the Slide Centre, provided that the speaker stops at the Slide Centre at least two hours before the beginning of the session.

• Only single projection is available in the congress rooms, as the Organizer does not foresee the double projection.

Transitions:

• Please don't use timer controlled transitions. Timer controlled transitions are transitions that will switch to the next slide after x seconds or minutes. This will interfere with our cue light system and confuse you during your talk.

Pictures:

• Do NOT save the picture as BMP or TIFF (size is too big)

• Images with .gif and .jpg extensions are recommended to obtain a light presentation (other kinds of extensions -recognizable by Power Point -will be accepted all the same).

• Save the pictures used in your presentation on your CD, DVD or USB-stick (In case of problems we can re-insert the original).

Video:

• Movies must not exceed 50 MB each (50 mb is not necessary the limit, we can handle larger movies without any problems but the video may not show up smoothly). Always bring your movies on DVD or other support, and inform the technicians at the Slide Centre the day before the presentation.

MPG (MPEG), WMV or AVI are the only acceptable video formats

• When using videos in (Apple) QuickTime: convert them to MPG or AVI before inserting the video in your presentation.

QuickTime (MOV, MP4) cannot be played in PowerPoint and thus are not accepted

• Save the videos used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original).

HTML:

• If you use hyperlinks to websites in your presentations, please download the website to your USB-stick CD or DVD. Try to avoid many different folders on the medium.

Graphics:

• Save the graphics or spreadsheets (Excel) used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original graphics or spreadsheets).

Fonts:

• Try to avoid use of non-Standard Windows fonts. If you are using specific, non-Standard Windows fonts (or if you are using Apple fonts not known on Standard Windows) then: include the fonts you have used on your USB-stick CD or DVD

Apple:

• Please give your filename an extension ".PPT". • Check your presentation on a Windows (preferably Win7 with PowerPoint 2010) machine before you bring it to the

conference. This will avoid a lot of stress at the conference: you will not have to fix things that are not working after the conversion from Apple to Windows at the conference

Always try the medium with your presentation on another PC before bringing it to the conference. And as always make an extra copy of your USB or CD/DVD.

NOTE (1): Example: create the folder "PRESENTATION" and copy the necessary files for the presentation in it; then create the Power Point presentation including the films that were in the "presentation" folder. Finally save everything in the "presentation" folder.

NOTE (2): To avoid it, follow this procedure: Select the slide where to put the film, then the "Films and sounds..." item in the "insert" menu. Now click on "Film from file...". Select the desired film and press the button "OK". To the question "do you want to reproduce the film during the presentation automatically?" answer "YES".