



4th Combined Congress

of the ASAMI-BR & ILLRS societies

hosted by
The British Limb Reconstruction Society



27th - 30th August 2019
Liverpool, UK



SYMPOSIUM PODIUM PRESENTATION GUIDELINES

For those who are presenting a “Symposium” from the Podium (Oral), please carefully note the following guidelines:

- Please prepare a **12-minute presentation (16:9 widescreen format)** with 3 minutes for discussion. Session Moderators have been told to strictly keep all presentations to 12 minutes, curtailing them if necessary.
- On your arrival, **please proceed to the Speaker Preview room (Room 7)** where technical assistance will be provided to upload and check your slides. Please allow ample time (**at least two hours**) before your scheduled presentation time.
- Please ensure that you include your disclosures (any conflicts of interests) in the first slide of your presentation.
- Only computer projection will be available. No overhead or slide projectors will be available in the meeting rooms, and it will not be possible to use personal laptops.
- Speakers are kindly requested to use PowerPoint MS Office (Windows or Mac).
- Presentations prepared with Keynote can be used.
- The uploading of DVD movies is NOT supported.
- We recommend using “.gif” and “.jpg” formats for images.
- MPEG4 is the preferred format for embedded movies, but *.avi,*.wmv are also accepted. If Codecs are used, the Code package DIVx in the current version should be chosen. This can be found at www.divx.com. Confirm that all the necessary files are in the SAME FOLDER as your presentation.
- Use large fonts (the minimum font size should be 18 points).
- Confirm that your presentation contains only standard fonts. For cross-platform compatibility, the use of Times New Roman, Arial, and Verdana is advised. Some other fonts may not transfer properly.