IOHA London 2015, 27-30 April 2015
Important Speaker Information

Thank you for agreeing to speak at IOHA London 2015 at the Hilton London Metropole.

Please carefully read the following instructions, these will help you to make the most of your conference experience and ensure your success as a presenter:-

Presentations

You are allocated 10 minutes **maximum** for your presentation with an additional 5 minutes for questions **unless you have been informed otherwise by Head Office**. These timings must be strictly adhered to in order to ensure that parallel sessions keep to time, as a general rule, 12 slides (including title) should be sufficient.

Oral Session Presenters Must:

- Your presentation must be submitted along with your **Speaker Support Form** (enclosed) to Ben Pollard (ben.pollard@bohs.org) by **Friday 10 April 2015.**
- Presentations should be saved with your family name as part of the file name, along with the date and time of your presentation (e.g. Smith – 27.04.15, 10:30).
- Presentations **cannot** suggest commercialism. It is not required, but we do suggest you use the following **IOHA Slide Template** as for layout purposes
- You should bring a copy of your presentation (including any embedded files) on a USB memory stick to the conference. **This ensures we have a back-up if needed.**
- On arrival, please make yourself known at the assigned registration desk, where you will be directed to your speaker point of contact.
- Arrive at your session room at least 10 minutes prior to the start of the session and introduce yourself to your session Chair. Your presentation **must** run within your allocated time. A time-keeper will be present to guide you.
- It is intended to make PDF copies of presentations available on the IOHA website following the conference. If you do not want your presentation to be made available online, please make this clear when submitting the enclosed **Speaker Support Form.**

AV/Projection Facilities – Things you should know:

- All sessions are equipped with a PC running *Windows 7* and using *PowerPoint 2010.* It will not run PowerPoint 95 or earlier - If your presentation is in PowerPoint 95, you must convert it.
- **We only support PowerPoint – Please do not bring any other presentation formats.**
- We **do not** support *Windows Vista* or *Apple Mac-* if your presentation has been created on an Apple Mac, most Mac image formats will not display properly. Please use cross-platform formats like jpeg, tif etc.
- The display resolution will be **1024 x 768 pixels**. The quality of any photographs shown will be improved at this resolution.
- All written material must be of adequate size to be clearly visible to all delegates, even at the back of the hall. **As a rule, a slide should not exceed six lines of bold print**
- If your presentation contains video clips (WMV, AVI, Mpeg1 or Cinepak formats only), you must supply the video as a separate file. If video files are not supplied, they **will not play**.
- A laser pointer/PowerPoint clicker is available to move slides backwards and forwards

If you have any questions or concerns about your presentation, please contact:

Martin Davies – Ace Audio Visual
M: 0750 6677690
E: martin@aceaudiovisual.co.uk

If you are unable to present at the conference due to unforeseen circumstances, please contact Ben Pollard, as soon as possible, on +44 (0) 1332 250 713 or email ben.pollard@bohs.org.