



**British Fertility Society**

## **INFORMATION FOR ORAL PRESENTERS**

TO ENSURE THAT THE PRESENTATIONS AND TALKS RUN AS SMOOTHLY AS POSSIBLE, PLEASE FOLLOW THESE GUIDELINES:

### **PREPARATION**

PLEASE SEND A COPY OF YOUR POWERPOINT PRESENTATION BY EMAIL TO THE BFS SECRETARIAT BY **MONDAY 19 DECEMBER 2011**

[BFS@BIOSCIENTIFICA.COM](mailto:BFS@BIOSCIENTIFICA.COM)

IF YOU HAVE ANY FURTHER QUESTIONS, WE'D BE GLAD TO HEAR FROM YOU.

**BFS SECRETARIAT  
BRITISH FERTILITY SOCIETY  
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### **ON-SITE**

**SPEAKERS NEED TO REPORT TO THE REGISTRATION DESK AT AT LEAST TWO HOURS BEFORE THEIR TALK IS SCHEDULED TO BEGIN. IF YOUR TALK IS SCHEDULED EARLY IN THE MORNING, PLEASE REPORT TO THE REGISTRATION DESK THE DAY BEFORE. ONCE THERE, CONTACT OUR IT SERVICE PERSONNEL.**

**YOU CAN GIVE US YOUR PRESENTATIONS ON A USB STICK, OR ON CD OR DVD. IF YOU HAVE YOUR PRESENTATION WITH YOU ON YOUR LAPTOP, WE CAN SUPPLY A USB STICK TO TRANSFER IT ONTO OUR SYSTEM.**

**YOUR PRESENTATION WILL BE LOADED ONTO THE COMPUTER IN THE MAIN BALLROOM AHEAD OF YOUR TALK AND YOU WILL BE ABLE TO MOVE THROUGH THE SLIDES USING A REMOTE CONTROL DURING YOUR PRESENTATION.**

### **PLEASE NOTE:**

**IF YOUR PRESENTATION USES OTHER FONTS THAT THE STANDARD ONES (ARIAL, TIMES NEW ROMAN ETC.), PLEASE REMEMBER TO SUPPLY US WITH THE FONTS IN TTF (TRUE TYPE FONT) FORMAT AS WELL! THIS IS ESPECIALLY IMPORTANT FOR PRESENTATIONS IN THE MACINTOSH VERSION OF POWERPOINT. THE SIMPLEST WAY TO SAVE FONTS IN TTF IS TO SAVE ALL THE FONT TYPES USED WITH YOUR POWERPOINT PRESENTATION. TO DO THIS, SELECT FILE / SAVE AS AND CLICK TOOLS IN THE SAVE AS DIALOGUE BOX AND THEN SAVE OPTIONS. IN THE SAVE OPTIONS DIALOGUE BOX, CHECK EMBED TRUE TYPE FONTS AND THEN CLICK EMBED ALL CHARACTERS. AFTERWARDS CLICK OK AND CONTINUE SAVING THE PRESENTATION NORMALLY.**

**IF YOUR PRESENTATION INCLUDES A VIDEO, WE WILL NEED THE VIDEO ON A SEPARATE DVD/CD. IN THE CONFERENCE ROOMS, THE PC OPERATOR IN PRODUCTION WILL THEN INSERT THE VIDEO INTO YOUR PRESENTATION. PLEASE REMEMBER TO PROVIDE CLEAR INSTRUCTIONS ON WHERE TO INSERT THE VIDEO INTO YOUR PRESENTATION. SINCE THE HANDLING AND VARIETY OF VIDEO FORMATS CAN LEAD TO COMPLICATIONS, WE WOULD ASK YOU NOT TO EMBED YOUR VIDEO IN THE POWERPOINT FILE ITSELF. IF NO OTHER SOLUTION IS POSSIBLE, PLEASE PROVIDE THE VIDEO AS A MPEG1 OR IN WMV FORMAT. FOR ALL OTHER FORMATS, WE NEED THE VIDEO CODECS USED AS WELL AS A LEAD TIME OF 2 HOURS TO ALLOW SUFFICIENT RUN-UP TO DEAL WITH ANY DIFFICULTIES THAT MIGHT ARISE.**

**EVEN IF THE PRESENTATION IS FED IN CENTRALLY, THERE IS STILL A PC OPERATOR IN THE PRODUCTION AREA IN EACH CONFERENCE ROOM TO TAKE CARE OF YOUR PRESENTATION. WE ADVISE YOU TO MAKE YOURSELF KNOWN TO THE PC OPERATOR IN GOOD TIME BEFORE YOUR PRESENTATION STARTS SO THAT YOU CAN RUN THROUGH ALL THE DETAILS DIRECTLY WITH HER/HIM.**