**ESLRR 2019 ORAL PRESENTATION GUIDELINES**

**You are strongly encouraged to upload your presentation through the website in advance of the conference**

[**https://eslrr2019.exordo.com/login**](https://eslrr2019.exordo.com/login)

**DEADLINE FOR Online Advance Presentation Upload**

**Sunday 8th September 2019 10 pm**

If you are not able to upload your presentation online, you **must** upload your presentation **the day before** your timetabled session. There will be a Speaker Room available at the following days/times:

Tuesday 10th September

15.00-16.00

Wednesday 11th September

8.00-9.00

**Personal laptops or other media devices CANNOT be used for presentations in the lecture rooms.** Please note that Internet access will **NOT** be available in the lecture room during your presentation.

**Abstract Presentations in Oral Sessions**: The presentations are each scheduled in a 15-minute block. This is 12 minutes for the presentation, and 3 minutes for discussion. Oral presentations may not exceed the 15-minute time block. The Presenting Author must present the same work described in the abstract, with the same title and content.

There will be a £150 prize for the best presentation, sponsored by Precision Vision.

**ABSTRACT WITHDRAWAL AND SUBSTITUTE PRESENTERS**

**Changes in the presentation type, session, day and time cannot be made.**

• If you cannot present, you must contact [chris.dickinson@manchester.ac.uk](mailto:chris.dickinson@manchester.ac.uk), as soon as possible.

• A co-author who was named on the original abstract submission can be approved as a Substitute Presenter but this should be notified to the conference organisers.

**CONTINUING EDUCATION (CET)**

When uploading final presentations, authors will be asked to provide a short (150-word maximum) biography. This is to meet the accreditation requirements for CET approval for UK optometrists and dispensing opticians.

**PREPARING YOUR PRESENTATION**

* Design a presentation that is independent, objective, scientifically rigorous, balanced, and free of commercial bias. Make the presentation clear, concise and appealing to the audience.
* Fully disclose to the session participants any commercial interests the authors have which are relevant to the subject matter
* Include in the presentation any relevant confirmation of ethical and regulatory approvals for the study
* Assure that scientific studies utilized or referenced in your presentation are evidence-based sources acceptable to the scientific and medical community.
* Use generic names for equipment/devices where possible. If the presentation includes trade names, trade names from several companies should be used, where available, not just trade names from a single company.

**AUDIO-VISUAL EQUIPMENT**

All our computers have a Windows 7 operating system along with Microsoft Office Professional Plus 2010. Please note that preparing your presentation in a newer version of Microsoft Office may cause compatibility issues when it comes to uploading your presentation on to our PC’s. We would recommend that your presentation is compatible with Microsoft Office 2010.

A desktop monitor will be visible to the presenter and will mirror what the audience sees. **PLEASE NOTE Presenter View is not supported. You may want to print your notes for your reference.**

Note that projectors/screens in the lecture theatres are Widescreen 16.9. If you do not format your presentation in 16:9 aspect ratios, the presentation will fill the screen from top to bottom but will display with black bars to the left and right of your slides.

PowerPoint 2016 and 2013 default to a 16:9 widescreen display. For other versions of PowerPoint, click on the “Design” tab. Click “Page Setup.” PowerPoint will default to Slides sized for: “On-screen Show (4:3)”. Change the setting to “On-screen Show (16:9) and click OK.

**Embedded videos**

If you have embedded videos within your presentation we would recommend you check these by visiting the Speaker Room on the day before your presentation. The two most common reasons for video refusing to play are as follows:

- **The embedded video is trying to use software that is not supported on our machines**. Please note that our machines do not have ‘QuickTime’ installed and as such will not support videos that have the **.mov** or **.mp4** file extension. Please ensure that all embedded videos have either the **.avi** or **.wmv** file extension.

- **The embedded video has not been uploaded along with the presentation**. When uploading your presentation it is imperative that you copy over the video file along with the PowerPoint presentation.

**In-room Tech Support**

Each session room will be staffed with an AV technician who will assist in starting each presentation.

Once the presentation is launched, the speaker will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard.

**DURING YOUR PRESENTATION**

If you wish to use the podium microphone, you must speak closely into the microphone to be heard. During the questions after each presentation, if microphones are in use, please wait for the questioner to have access to the microphone before starting a discussion with them. If you feel that the whole audience may not have heard the question, please briefly summarise the question at the start of your answer.