

Physiotherapy UK 2017 - Speaker's Guidance Notes

Reasonable Adjustments/Special Requirements

- If any of your circumstances have changed with regard to reasonable adjustments/special requirements, please email: physiotherapyuk@csp.org.uk as soon as possible.

Computer software supported

- Each session hall will be equipped with a Networked PC, compatible with Microsoft PowerPoint. Please do not bring any other presentation formats.

Production guidelines

- Presentations should be saved on a USB memory stick. Please save your presentation with your family name, time and date of presentation as part of the file name e.g. *smith 1000 161015.ppt*, this will assist the technicians with the identification of presentations.
- Please ensure your first slide is a title slide stating your name, presentation title and professional network/free paper topic

Content and style

- Challenging content and an innovative delivery style is always welcome at Physiotherapy UK. However, speakers should note that this does not extend to the use of derogatory language or comments, or the criticism of identifiable individuals or groups.
- Speakers are asked to remember that they are addressing an audience of professionals and, although expressing their own views, are appearing as part of a Chartered Society of Physiotherapy event, and as such, their actions reflect on the Society.
- Graphic, written or tabular material must be of adequate size to be clearly visible to all delegates, even at the back of the hall. It should not exceed six lines of bold print. If a larger amount of information needs to be presented, it should be split onto several slides.
- Videos may be included within PowerPoint presentations but speakers must ensure that they embed the video in the PPT
- When embedding images or videos in your presentation, please use web or screen-resolution versions where you have the option to do so. As a guide, images do not need to be more than 1000 pixels wide.

Video

- Video material is acceptable on DVD. Video material will be controlled and keyed into a presentation by the projectionist.
- Proper editing of all video material is essential before presentation.
- If you wish to use these, please inform the conference organiser prior to the event.
- Delegates are reminded that large screen video reproduction is at present inferior to that on a television monitor because of the magnification factor involved.
- Footage counters on video equipment are not always accurate and the precise section of video tape to be used must be previewed and confirmed with the projectionist prior to display.

Uploading and previewing presentations

- All speakers should check in at the slide checking room at least two hours prior to the start of the session they are participating in.
- Speakers who do not require the use of audio-visual aids should still check in with the technicians in the preview room so that this may be noted.
- It is important that all presentation media is checked and handed to the technicians who will arrange for the materials to be transferred on to the network computer of your session hall. At the time of your presentation the technician in the hall will then bring up the first slide of the presentation for you, after which you will have control of the presentation from the lectern. The lectern will be equipped to enable you to advance and reverse the presentation.
- The preview room staff are all trained in PowerPoint presentation and are happy to assist speakers with any queries they may have with their computer presentation. Preview facilities will be available
- Speakers should collect their presentation materials no more than 30 minutes after their session.
- If you wish to request other specific AV support please contact your theme lead.

If speakers have any doubts about procedure they should always seek professional advice or contact Mary Warway (warwaym@csp.org.uk)