Before the conference

- You have fifteen minutes for your presentation. **You should time your talk for ten minutes**, which will allow four minutes for questions and discussion and one minute for presenter change-over.
- All rooms at the venue have PowerPoint facilities. The venue uses operating system is Windows 7 and Microsoft Office (Powerpoint) 2013. Slides will be projected at a 4:3 size ratio, so some presenters (e.g. those who use PowerPoint 2013 or later where the default slide size ratio default is 16:9) may need to change the slide size ratio from 16:9 to 4:3. See this page for more information: http://ehps.net/content/faq#slideratio
- Bring your presentation on a USB stick and save a copy of your presentation in your email so that it is stored online.
- Please save your presentation as "Name Of Presenter_Date_Time_First four words of Title". Please use the format: Smith_24August_0900_RandomisedControlledTrialOf.pptx (or .ppt). The date and time of your presentation has been published on the conference website (www.ehps2016.org).
- You will receive an email from the local organising committee with information about collecting your registration pack and other practical issues.
- Make a note of the room and the time of the session in which you're presenting. On www.aecc.co.uk/interactive-map/#1 you can see the venue layout and make a virtual tour of the room in which you're presenting.

At the conference

- Familiarise yourself with the room where you'll be presenting.
- Please arrive at the room where you are presenting a minimum of 10-15 minutes before the start of your session: each session contains six presentations and the presentations have to be uploaded before the session can begin. Someone will be in each room to assist with technical issues and to help you upload your presentation onto the computer.
- Introduce yourself to the chair of your session and confirm your name details and the title of your talk.
- Please do not go over your allocated time of ten minutes. We know how difficult it is to keep to time when you are talking passionately about your research, so your session chair will use cards with '3 minutes left', '1 minute left' and 'Stop now'. We have instructed the session chairs to adhere to the timetable strictly.
- At the end of the session, please take any presentation materials away with you. Anything left at the end of the conference will be discarded.

**Please visit the website regularly for updates: www.ehps2016.org
Enjoy the conference!**