

# Presenter Guidelines



The British  
Psychological Society

## **AV EQUIPMENT**

Each room will be equipped with a PC or laptop with PowerPoint, LCD projector and a screen for you to use. Please bring a copy of your presentation on a USB stick and upload your presentation prior to your allocated slot. Please note if you are using a MAC please bring your convertor cables with you.

If you have videos within your presentation please ensure that they are also saved on the USB and linked to your presentation from the USB location.

There will be an AV technician on hand to help with setting up should you need them.

## **CHAIRING**

There will be a chair available for each of the sessions. It is important that all sessions keep to time so it doesn't affect other sessions. Please be respectful of your chair who will provide an indication of your remaining time.

## **CORRESPONDANCE**

Please quote your submission reference number when contacting us about your presentation.

## **HANDOUTS**

If you would like to provide delegates with handouts please bring these with you.

## **PRESS CENTRE INFORMATION**

We use media embargoes for all papers to be presented at the conference. There should be no published articles/news stories on the research before the embargo. This gives all media channels a level playing field to prepare their stories. Our standard embargo is for 00:01hrs on the date of presentation and helps to ensure that embargoes are not broken.

The Society's press centre will be in touch with authors where they think there may be media interest in the weeks before the conference. We will issue media releases, or work with university press offices to co-ordinate work. The press centre likes to release research across the conference week, and will contact authors if research is thought to be suitable for an early (pre-conference Sunday) or a late (post-conference Saturday) release. In all cases paper authors should be aware that it is the day before presentation, as well as the day of presentation, when journalists are most likely need interviews. In some cases there may be further requests after the conference. The press centre will therefore need appropriate contact details. For more information, please contact the Society's press centre on 0116 252 9500.

## **PROGRAMME INFORMATION**

Please note that only the first author is listed on the programme timetable. All authors will be listed in the book of abstracts available within the conference programme book.

## **REGISTRATION**

You are encouraged to register your attendance as early as possible. Please note there is no automatic registration of presenters and that all presenters do therefore need to register. Full instructions on how to register, along with details of the delegate fees can be viewed online.

## **TWITTER**

Let us know how your preparations for your session are going using #dcoconf