

# DCP Annual Conference

17-18 January 2018, Mercure Cardiff Holland House Hotel



## AV EQUIPMENT AVAILABLE AND SPECIAL AV REQUEST DEADLINE

There will be a PowerPoint projector and laptop computer available for your use, please bring your presentation on a USB pen. Please inform us of any further AV requirements (including use of sound clips in PowerPoint presentations) by the **1 November 2017**.

## CORRESPONDANCE

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

## POSTER PRESENTERS

It is your responsibility to print the final copy of your poster in size A0 portrait and bring the poster with you to the conference, a set of guidelines on preparing your presentation can be found on the submissions tab of the conference website. The poster presentations will take place on **Wednesday 17 January**, timings will be confirmed in the draft programme. We request that you stand with your poster at this time to discuss your findings with other delegates. If possible, we ask that you display your poster throughout the conference to gain maximum exposure and to allow delegates time to view all of the posters.

## 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.

## 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. Please note that early bird registration rates apply until **22 November 2017** and all rates include 20% VAT.

If you are presenting at the conference, but you are not currently a member of the Society, you will qualify for a lower registration fee than is published for non-members. See the website for information on how to register.

## TWITTER

Why not drum up some interest before the conference & tweet using #dcpconf