

PRESENTATION GUIDELINES

Prior to the conference, please submit your presentation by email no later than Thursday, June 14th. Please send attachment (must be smaller than 15MB) or provide a Dropbox or Google Drive link to BGABoston2018@gmail.com.

Please name your file as follows: LastName_SessionNumber.xxx

If you wish to send a new version of your talk, please add "_vN" to the name of your file, where "N" is the number of the version; for example, the second version should be named as: LastName_SessionNumber_v2.xxx

You may also share your presentation at the registration desk by memory stick or email. The cut off for **emailed changes is 2 hours before your session begins**. If it is not received by then we may not be able to load it on time. Personal laptops are not preferred for presentations, please bring your presentation on a memory stick. At the end of the conference, all presentations will be deleted so no copyright issues will arise.

Tips for Successful Presentations

- **Powerpoint** only in 16:9 format
- **Videos** - Do not embed videos in your presentation, these will not work properly. If you must use videos, link to the video file from PowerPoint and include the associated video file (e.g. avi, mpeg). Please notify the registration desk ahead of your presentation of any videos so that the functionality can be verified by AV
- **Pictures** - Use 'Insert Picture' to include images in your presentation. Copy/Paste greatly increases the file size of your presentation which may affect functionality.
- **Symbols/Unconventional Fonts** - Embed symbols and unique fonts in PowerPoint by selecting 'File--Options--Save--Embed fonts in the file'.
- **Mac Users** - Save your presentation as a PowerPoint 2010 File (*.pptx or *.ppsx). Please check your presentation on a PC prior to submission.
 - Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).
 - Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC).
- Alternatively, you may use your own Macintosh laptop computer. In such a case please confirm you provide it with a **VGA adaptor** for external signal, advise the volunteers at the registration desk about it as soon as you arrive and later on test it in the room where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session.

POSTER GUIDELINES

Posters will be displayed on display boards in the lobby. Each poster display board is 4 feet tall x 4 feet wide with one poster on each side (a total of 2 on each poster display board).

Posters will be assigned positions on the display boards according to their poster number which can be found in the conference programme as well as on a sticker on the back of your name badge.

You are responsible for printing and setting up your poster with the corresponding number. The display boards will be set up by 17:00 on Thursday and you should set your poster up no later than 17:30. Clear push pins will be provided on each board.

Please note, the display boards will be taken down immediately after the poster session concludes at 21:00 so you will need to take your poster with you when you leave. Materials left on the boards after the session will be discarded.

Rowe Nominees Please send a pdf of your poster to bgaboston2018@gmail.com **before** Thursday, June 14th.