

## **Speaker Guidelines Non-Abstract Driven Sessions**

### **Preparation before the Conference**

- Communicate with your session point person, session chair/co-chairs or moderator, and other speakers to agree on speaking time, appropriate number of slides (if any), and management of questions and answers;
- When requested, send your talking points and presentation slides to the secretariat, session point person and session chair/co-chairs, so they can review the presentations for duplication and gaps.

### **Technical Requirements for Presentations**

#### Technical Requirements

The AIDS 2014 computers will run MS PowerPoint 2010. Only MS PowerPoint (\*.ppt or \*.pptx) presentations with video formats will be accepted. The pre-installed font types available in MS Office 2010 should be used as standard font types.

#### Movies and video files

If your presentation contains links to video files, it is essential that you bring not only your PowerPoint file, but also your video files to the Speaker Centre. Most video files types (e.g. .MP4, MPEG, .wmv, .AVI, Realvideo, Quicktime, Flash, etc.) are accepted. All videos linked to PowerPoint slides must be tested and checked in advance in the Speaker Centre to be sure they will work properly.

Please note that Prezi is not supported. If you are using this format, your presentation must be sent to the secretariat prior to the conference, and it must be converted and tested before it can be uploaded in the Speaker Centre. Please contact the secretariat at [programme@aids2014.org](mailto:programme@aids2014.org) for further information.

#### If you use a Macintosh Computer

Please note that Keynote (\*.key) presentations are not accepted. Even if you have transferred your presentation to a Windows format, you must check your presentation in the Speaker Centre to ensure that it is fully compatible with the conference computers.

### **Conflict of Interest Disclosure in Presentations**

Authors/presenters are responsible for disclosing all potential or actual conflicts of interest due to financial or personal relationships that might be perceived to cause bias. Actual or potential conflicts of interests include receipt of research grants, financial support, honoraria, or consultation fees from commercial companies; participation in a company-sponsored speaker's bureau; holding stock; and/or maintaining a personal relationship with representatives of commercial companies, including a spouse or partner's relationship with such representatives. The secretariat asks that all speakers/presenters disclose any conflict of interest at the time of presentation for the benefit of conference delegates. To this effect, please include a slide at the beginning of your presentation containing a brief summary of your conflict(s) of interest.

## At the Conference

Please check in at the Speaker Centre at least **four hours** before the start of your session to upload your PowerPoint presentation and check the consent for publication of your presentation material.

If your session is scheduled for 09:00 or for 11:00, you should check-in at the Speaker Centre the night before.

The Speaker Centre is located on Level 2. The opening hours are as follows:

Saturday 19 July	14:00 – 18:30
Sunday – Thursday 20 July- 24 July	08:00 – 18:30
Friday 25 July	08:00 – 16:00

## Presentation Upload

All presentations must be uploaded prior to the session, as it is not possible to run PowerPoint presentations directly from a laptop in the session rooms.

Presentations should be saved on a USB memory stick or CD/DVD-ROM, and brought to the Speaker Centre. On-site technicians will assist presenters to preview their presentations to ensure that they display well on the session room screens. The presentations will then be uploaded to the session room network and made available in the session room at the time of the presentation.

At the Speaker Centre there is a rehearsal room where presenters can run through and practice their presentation prior to the session.

## At the Session

- Please arrive at the session room **at least 15 minutes** before the start of the session;
- Check the room where the session will be held and familiarize yourself with the space and equipment;
- Meet the chair/co-chairs and run through the session line-up (i.e., order, panel discussion, special circumstances);
- A presentation timer will be available in the room. The presenter is responsible for delivering the presentation within the specified time. The session chair/co-chairs have received instructions to stop the speakers if they run over their time.