

Presenter Guidelines Oral Poster Discussion Sessions

Preparation before the Conference

As an oral poster discussion presenter, you are requested to prepare a poster and a very brief presentation (maximum 2-3 slides), which summarizes the key findings and important implications of your work. Your presentation should take no more than 5 minutes. Each session will consist of 4-6 abstracts, and there will be a total of 30 minutes for presentation, followed by 30 minutes of moderated discussion.

The session chair/co-chairs will receive all abstracts that will be presented in the session and have been instructed to contact you prior to the conference.

When requested, please send your talking points and your presentation slides to the session chair/co-chairs and the session point person, so they can review the presentations for duplication or gaps.

Technical Requirements for Presentations

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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 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.

Guidelines for Posters Included in Oral Poster Discussion Sessions

You are asked to prepare a paper poster presenting the key findings of your work. The posters will be displayed outside the session rooms for the duration of the conference (Monday-Thursday). The session chair/co-chairs will invite the audience to view the posters after the session.

Oral poster discussion presenters are asked to mount their posters outside the session rooms on Monday, 21 July, between 08:00 and 09:00, and remove them on Thursday, 24 July, between 18:30 and 19:00. The poster exhibition staff will remove and dispose of posters that are not taken down. The staff assumes no responsibility for material left behind.

Guidelines for Poster Layout

Posters should be laid out in landscape style. The poster board surface is 120 cm high and 180 cm wide - make sure the poster fits into this surface. The poster number will be displayed on the top of the poster board. Mounting materials will be available at the Poster Helpdesk.

Click [here](#) to download the AIDS 2014 poster template

Your poster should quickly orient the audience to the subject and purpose of your study. Here are some hints that may be helpful for the preparation of your poster:

- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes;
- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster;
- Design the individual sections of your poster so that they can be quickly read - avoid large blocks of text and long sentences;
- Make sure that the type/font size is large enough to be read at a distance of 1.5 meters (five feet). The smallest type should at least be 18 pts for text and 36 pts for headings. Try to keep your word count as low as possible;
- Supporting images (graphs, tables, illustrations, photographs...) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand, and not overloaded with information;
- Make sure there is enough contrast between the color of the type and the poster's background.

Guidelines for E-posters

In addition to the paper poster, presenters are invited to upload an electronic poster (e-poster). The e-posters will be published on the abstract USB memory stick and on the Programme-at-a-Glance on the conference website. Presenters may choose to upload their regular poster electronically, or prepare a poster specifically for online viewing. If preparing for online viewing, a PowerPoint presentation with various slides is recommended. The formats allowed are .pdf (preferred), .ppt or .doc files. Please ensure the resolution is optimized for online viewing and not printing.

Click [here](#) to download the AIDS 2014 e-poster template



Instructions for uploading the e-poster will be sent to abstract authors via email. E-posters may also be uploaded on site in the Poster Exhibition area.

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.

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

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

- 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;
- 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.