

Bone and Tooth Society Annual Meeting
29-30 June 2004
Bernard Sunley Building, St Catherine's College, Manor Road, Oxford

INFORMATION FOR SPEAKERS

Venue

All lectures will be held in the Bernard Sunley Lecture Theatre at St Catherine's College. See web site www.stcatz.ox.ac.uk for detailed travel information and train times.

SLIDE PROJECTION WILL NOT BE AVAILABLE

YOU ARE REQUESTED TO SEND YOUR PRESENTATION IN ADVANCE OF THE MEETING – please see below

Preparation of your Presentation

Digital projection

We will be using PowerPoint XP and any version of PowerPoint up to 2002 can be accommodated.

Accepted formats:

- PC
- MAC

Accepted media:

- CD
- DVD
- USB removable drive
- Zip disk (250 MB)
- 3.5" floppy disk

You are advised to bring a backup copy in case of any problems with your file.

Advance submission

You are requested to send your presentation in advance of the meeting.

Rules for naming of files:

[your abstract number]-[your surname]-BATS2004

Eg OC1-Smith-BATS2004

Please email it to: Jamie Keats at support@stcatz.ox.ac.uk

Please note that if your presentation is larger than 10MB it will not be accepted by the University server, in which case please contact Jamie Keats for further advice.

Tel +44 (0)1865 281579 in case of queries

Deadline for advance submissions: Wednesday 23 June 2004

At the Meeting

Please contact the technician well in advance of your talk (minimum 30 minutes before the start of your session) to ensure that your file has been successfully read.

Slide content and design

Material on slides must be of an adequate size to be seen clearly by all delegates.

It is recommended that each slide contains no more than seven lines of text and no more than seven words per line.

Slides are easier to read when there is a high contrast between the text and the background. Yellow or white text on a mid to dark blue background works particularly well. Avoid black text on a white background (eg photographs of typed pages).

If you have any queries about these arrangements please contact the meeting organiser:

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