



PRESENTER GUIDELINES

Thank you for submitting your paper for presentation at the upcoming World Canals Conference 2018 in Athlone, Ireland. We have been working hard over the past few months to bring together the Conference programme and appreciate your contribution to it. Below you will find some useful information to ensure that presenting at WCC 2018 is an enjoyable and beneficial experience for all.

Conference Programme

The Conference programme is available on the website, to view the programme [please click here](#). Please check the programme to make sure that you know where and when you are scheduled to present.

If you have any queries/conflicts in relation to the programme please contact wcc2018@conferencepartners.ie.

The Conference Venue

The Conference will be held in the Radisson Blu Hotel, Northgate St., Athlone, Co Westmeath. Please make sure to check the programme in advance for your room number and location.

Please bring your PowerPoint presentation on a USB.

Your presentation should be in **16:9 ratio format** in the standard office set up (MS Office or PDF).

Bring your presentation on a USB directly to the room you are due to present in 15 minutes prior to your session starting.

[Click here](#) to download the conference PowerPoint slides. Please use the 16:9 format ONLY.

Audio Visual Equipment

Each room contains the following equipment:

- Screen
- Projector
- Wi-Fi
- Slide clicker

We regret that we are unable to offer teleconference facilities.



Room Layout

All rooms will have theatre style seating. Due to the anticipated delegate numbers, we are unable to offer alternative room formats.

Distribution of Abstracts

Conference abstracts will be made available on the Conference App. They will also be made available following the Conference on the conference website.

Time Keeping

Oral presentation slots are **18-20 minutes per paper** (including changing time of presenters). The general rule is to use 18-20 minutes for each presentation and 10 minutes for questions and discussion at the end of each session.

Please ensure that you are punctual for your presentation time slot. The Conference programme is extensive, making keeping to schedule is essential. There will be assistants on site at all times to assist with any technical difficulties or to help as necessary.

Time Keeping Cards

Each session chair has a set of time keeping cards which they will use to communicate with presenters to keep the sessions on time.

- A **green** card indicates that you have 5 minutes of presenting time left
- An **orange** card indicates that you have 2 minutes of presenting time left
- A **red** card indicates that you have run out of time and must finish up your presentation promptly.

General Information

A general information email for all delegates will be issued one week prior to the Conference. It will contain practical travel information and tips to help you to make the most out of your visit to Athlone. If you have any queries please contact conference email.

We thank you for your contribution to the Conference and we look forward to seeing you in Athlone.

WCC 2018 Programme Team