



36th International Society for Animal Genetics Conference

Below you will find important information for Oral Presenters at ISAG 2017.

Speaker Instructions

General Information

Check-in at the Conference Registration Desk in the O'Brien Building is mandatory for all speakers.

Please arrive in the respective theatre before the start of your Session or Workshop to meet with the Session/Workshop Chair.

Please make every effort to ensure that your presentation is timed to fit with your allotted time slot in the Conference Programme. Please [click here](#) to view the programme.

Conference Chairs will ensure that Conference presentations start and finish punctually and will signal to presenters as they approach the end of their allotted presentation time.

Presentation Format

Each presentation should begin with an introductory slide including your topic, name and affiliation.

Speakers should prepare their presentations using Microsoft PowerPoint (preferably PowerPoint 2010 version or newer -.pptx format).

All PowerPoint presentations must be uploaded prior to the session.

Please submit a copy of your presentation on or before 11:59 CDT on the 6th of July 2017.

To ensure compatibility with the Conference data projectors, please ensure that the PowerPoint slide size (DESIGN Tab – Slide Size) is set to Standard (4:3), not Widescreen (16:9).

We kindly ask for your understanding that due to time limitations, presentations should preferably be prepared and edited before upload. Therefore, please send your presentations in a ready-to-upload format.

If you need to make changes on the day, presentations should be saved on a USB memory stick and brought to the Speaker Ready Room on the morning of your scheduled Session/Workshop.

The Conference display computers will run Microsoft PowerPoint 2013. Therefore, only MS PowerPoint (.pptx) presentations with linked or embedded video files will be accepted.

The pre-installed font types available in MS Office 2013 should be used as standard font types.

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If your presentation contains video, it is essential that you send these video files with your PowerPoint file. Most video files types (e.g. .mp4, .m4v, .mov, .mpg, .mpeg, .swf, .wmv etc.) are accepted. All videos linked or embedded in PowerPoint will be tested and checked in advance.

There is no size limit for presentations (it is however recommended that presentations do not exceed 500 MB).

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your presentation or movie files.

If you use a Macintosh Computer, please note that Apple Keynote (*.key) presentations are not accepted. Please save your presentation as a PowerPoint format file (*.pptx) to ensure that it is fully compatible with the display computer.

Technical Specifications:

All theatres will be fitted with a lectern, laptop, projector screen and handheld laser pointer/presenter device. Smaller rooms do not require a microphone and sound system. Technicians will be available at all times.

Roaming microphones for audience questions.

Speaker Room:

You will be directed to the Speaker Ready Room when you arrive at the registration desk. We will have some stations for speakers to upload their presentations onto the system and we will have minimum space for speakers to work on their own laptops. There will be AV Technician in this room to assist you when uploading any updated versions of your presentations.

Presentation Upload:

All presentation need to be upload in advance.

Presenters should submit their presentations in advance of the meeting electronically no later than **11:59PM CDT Tuesday, July 6, 2017.**

This is the same application used to submit the meeting abstracts. Select the "Login and Manage Abstracts" Link and be sure to use the same account login information that was created at the time of submission. If you do not recall this information, use the "forgot password" link on the login page. Once you are logged in, click the "add/manage documents" link for your abstract in the table to go to the upload page.

If you are an invited speaker who did not submit an abstract, please contact us at abstract@assoqh.org for instructions. Do NOT send your presentation file by email unless specifically asked to do so.

Simply log into the abstract submission application at <http://www.fass-abstracts.org/meetinginfo.asp?meetingcode=252>:

[Upload Presentation Here](#)