

# ORAL, POSTER AND ROUNDTABLE PRESENTATION GUIDELINES

## IASSIDD 2019

THE WORLD CONGRESS OF THE INTERNATIONAL ASSOCIATION FOR THE  
SCIENTIFIC STUDY OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES

6 – 9 AUGUST 2019, SEC, GLASGOW, SCOTLAND, UK



# OVERVIEW

## VENUE

IASSIDD 2019 will be held at the Scottish Event Campus (SEC) which is located at Exhibition Way, Glasgow G3 8YW.

The SEC is fully accessible and has automatic doors at both the East and West entrances. The main doors in the SEC Armadillo have been widened to provide easier access for wheelchairs. Please contact a steward who will be pleased to open for you. Every hall in the SEC Centre is at ground level, and the upper levels of the SEC Armadillo, Loch Suite and Seminar Suite are accessible by lift.

## PROGRAMME

To view the programme, please visit: [www.iassidd2019.com/programme-2/](http://www.iassidd2019.com/programme-2/)

Please note that the programme overview is subject to change. If your communicated presentation time has been changed you will be emailed directly.

## REGISTRATION

We require each Oral and Poster Presenter to register prior to the Congress. All presenting authors need to register by **Monday, 24 June 2019**. For discounted registration, we recommend you register before the Early Bird Registration Deadline. The Early Rate is available until Monday, 10 June 2019, midnight GMT.

To register, visit <http://www.iassidd2019.com/registration/>

## REGISTRATION DESK

The Registration Desk will be located in Hall 2. You need to pick up your badge when you arrive at the SEC. If you have any questions, do not hesitate to visit us here. The Registration Desk will be open from:

Monday, 05 August 2019:	16:00 to 18:00
Tuesday, 06 August 2019:	07:30 to 18:30
Wednesday, 07 August 2019:	07:30 to 18:30
Thursday, 08 August 2019:	07:30 to 18:30
Friday, 09 August 2019:	08:00 to 17:00


# QUESTIONS


Please contact Ms Berit Grendel of In Conference Ltd who will be delighted to answer any of your queries.

## Ms Berit Grendel

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 [www.iassidd2019.com/](http://www.iassidd2019.com/)

**We look forward to welcoming you to IASSIDD  
2019 in Glasgow!**

# INFORMATION FOR ORAL PRESENTERS

## WHEN DO I PRESENT?

Your presentation day, session and time have been communicated to you by email. Please check your Spam folder if you have not received this. In addition, the programme is available to view online at the IASSIDD website. To view the programme, please visit: [www.iassidd2019.com/programme-2/](http://www.iassidd2019.com/programme-2/)

## WHAT DO I NEED TO DO BEFORE I PRESENT?

When you arrive at the SEC, please pick up your Badge at the Registration Desk in Hall 2.

## WHERE IS THE SPEAKER REVIEW ROOM AND WHEN IS IT OPEN?

Speaker Preview is located within the Etime Room on Level 0, the same level as registration (less than a 2 minute walk from registration).

Oral Presenters **must** check in their presentations at least 2-4 hours prior to their session start time, preferably during a refreshment break (if possible). For those presenters who will present in the first session on Tuesday, please ensure you have checked in your talk to Speaker Preview as soon as you have registered, but before 08:30 in the morning.

Tuesday, 06 August 2019:	07:30 to 18:30
Wednesday, 07 August 2019:	07:30 to 18:30
Thursday, 08 August 2019:	07:30 to 18:30
Friday, 09 August 2019:	08:00 to 16:00

## HOW LONG IS MY PRESENTATION?

Oral presentations each will be 15 minutes long. Please aim for a 12 minute presentation and 3 minutes for questions.

Please rehearse your presentation to make sure you present within this time as some delegates may wish to move between presentations. The Chair will ask you to stop if you overrun.

## HOW SHOULD I PREPARE MY PRESENTATION?

The optimal format for presentations in PowerPoint is 16:9 (widescreen).

If you have prepared your presentation on a Mac please ensure you bring a Windows compatible USB stick and any necessary conversion cables.

If you are using Video during your presentation, please copy the file to your USB stick as well to ensure this is not relying on Wi-Fi.

## CAN I ADD INTERACTIVE ELEMENTS?

We encourage all presenters to make use of Interactive Elements, such as Videos, Images, Questions and Polls.

Live Questions and Polls/Voting can be arranged through our IASSIDD Mobile App. If you wish to add this to your presentation, you **must** email us before the Congress. It is not possible to arrange this on the day of your presentation.

If you are interested in Live Questions, Polls or Voting please let us know by Friday, 26 July 2019 at 15:00 BST.

## HOW ARE THE ROOMS SET UP AND WHAT AV IS INCLUDED?

Each room will be equipped with a Projector, Screen and Laptop. It will not be possible to use your own laptop during your Presentation.

If you have prepared your presentation on a Mac please ensure you bring a windows compatible USB stick and any necessary conversion cables.

Prior to the start of your talk when in the room you are speaking in, we would be grateful if you could check your uploaded presentation and introduce yourself to the Session Chair. An AV professional will be available in the room to assist with any IT or other issues arising.

# INFORMATION FOR POSTER PRESENTERS

## WHEN AND WHERE WILL POSTERS BE DISPLAYED?

All Poster Boards will be located in Hall 2 of the SEC, alongside all the Exhibition and Catering.

Posters will be hung during the full 4 days of the Congress. All poster boards will be numbered with your unique poster number and Velcro will be provided.

Please hang your poster from the times listed below. Posters that are left on the Poster Boards after 17:00 on 09 August will be recycled. Each presenter is responsible for putting up and taking down their poster.

Posters can be **hung up** from: Tuesday, 06 August 2019 from 08:00

Posters have to be **removed** by: After Lunch on Friday 09 August 2019

## WHAT ARE THE POSTER DIMENSIONS?

Posters must be printed A0 in size in Portrait Style. A0 has the dimensions Width 841mm x Height 1189 mm. We recommend you print your poster on paper and **not on fabric**.



## DO I NEED TO SEND YOU A FULL PAPER OF MY POSTER?

No, you do not need to send us a full paper of your poster.

## DO I NEED TO SEND YOU MY POSTER BEFORE THE CONGRESS?

No, you do not need to send us your Poster before the Congress. Just bring it with you when you arrive.

## CAN I PRINT MY POSTER AT THE CONGRESS?

We will not have printing facilities at the SEC but there are local printing shops in the Glasgow City Centre that can print your poster, although we recommend you book this service to ensure you have your poster ready when you arrive in Glasgow.

## WHEN ARE THE POSTER VIEWING SESSIONS?

Poster sessions will take place each day during lunch split by SIRG. Poster Presenters within these SIRGs must stand nearby their Posters during these dedicated Lunch Sessions for questions and discussion.

### **Tuesday:**

Ageing  
Challenging  
Behaviour and  
Mental Health  
Down Syndrome  
Ethics

### **Wednesday:**

Communication  
Families  
Parenting  
Physical Health

### **Thursday:**

Comparative Policy  
and Practice  
Profound  
Intellectual and  
Multiple Disabilities  
Diverse Topics

### **Friday:**

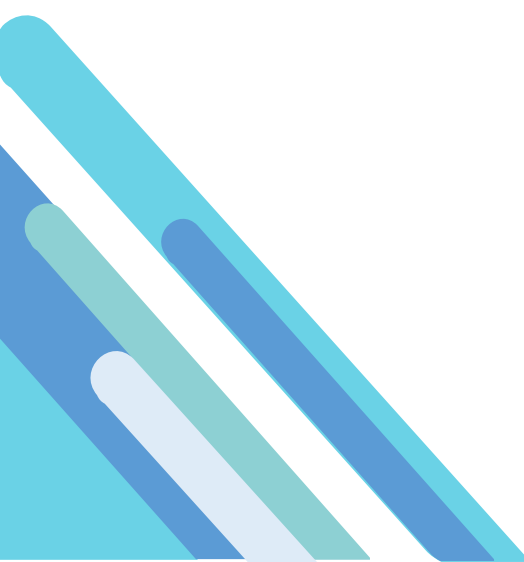
Autism Spectrum  
Disorders  
Inclusive Education  
Quality of Life



## WHAT HAPPENS IF I FORGET MY POSTER AT THE CONGRESS?

### CAN YOU SEND IT TO ME?

Posters that are left on the Poster Boards after 17:00 on 09 August will be recycled by the SEC. The Conference Organisers will not be able to store your poster after the Congress has finished.





# INFORMATION FOR ROUNDTABLE DISCUSSANTS

## WHEN DO I PRESENT?

The day and time for your Roundtable have been communicated to you by email. Please check your Spam folder if you have not received this.

## WHAT DO I NEED TO DO BEFORE I PRESENT?

When you arrive at the SEC, please pick up your Badge at the Registration Desk in Hall 2.

If you have prepared a Presentation, the Roundtable Main Chair must check in the Roundtable Presentation with the Speaker Preview Room after they have registered.

## WHERE IS THE SPEAKER REVIEW ROOM AND WHEN IS IT OPEN?

Speaker Preview is located within the Etime Room on Level 0, the same level as registration (less than a 2 minute walk from registration)..

Roundtable Chairs **must** check in their presentations at least 2-4 hours prior to their Roundtable start time, preferably during a refreshment break (if possible).

Speaker Preview will be open from:

Tuesday, 06 August 2019:	07:30 to 18:30
Wednesday, 07 August 2019:	07:30 to 18:30
Thursday, 08 August 2019:	07:30 to 18:30
Friday, 09 August 2019:	08:00 to 16:00

## HOW LONG IS MY ROUNDTABLE?

All Roundtables are 1.5h long. Depending on the format of your Roundtable, you may wish to allocate some time for Questions within these 1.5h.

Please rehearse your Roundtable (if possible) to make sure you present within this time and not longer.

## HOW SHOULD I PREPARE MY ROUNDTABLE?

Depending on the Format of your Roundtable, you may wish to add a Presentation or Background Images to be shown on the Screen during your Roundtable.

The optimal format for presentations in PowerPoint is 16:9 (widescreen). If you have prepared your presentation on a Mac please ensure you bring a Windows compatible USB stick and any necessary conversion cables. If you are using Video during your Roundtable, please copy the file to your USB stick as well to ensure this is not relying on Wi-Fi.

## CAN I ADD INTERACTIVE ELEMENTS?

We encourage all Roundtable Presenters to make use of Interactive Elements, such as Videos, Images, Questions and Polls.

Live Questions and Polls/Voting can be arranged through our IASSIDD Mobile App and can be anonymised if needed. If you wish to add this to your Roundtable, you **must** email us before the Congress. It is not possible to arrange this on the day of your presentation.

If you are interested in Live Questions, Polls or Voting please let us know by Friday, 26 July 2019 at 15:00 BST. If you wish to implement any further interactive elements please let us know via [iassidd2019@in-conference.org.uk](mailto:iassidd2019@in-conference.org.uk)

## HOW ARE THE ROOMS SET UP AND WHAT AV IS INCLUDED?

Each room will be equipped with a Projector, Screen and Laptop. It will not be possible to use your own laptop during your Roundtable.

If you have prepared your presentation on a Mac please ensure you bring a windows compatible USB stick and any necessary conversion cables.

An AV professional will be available in the room to assist with any IT or other issues arising.

If you need any further materials (Flipcharts, Pens, Paper, etc.) please let us know via [iassidd2019@in-conference.org.uk](mailto:iassidd2019@in-conference.org.uk). If you do not order this before the Congress commences, this may not be available for your Roundtable. If you need any further materials, let us know by Friday, 26 July 2019 at 15:00 BST.