

Institute of Ergonomics & Human Factors
ANNUAL CONFERENCE 2010
Bridging the gap between theory and practice



Instructions for presenters of papers

Upon arrival at the registration desk, please identify yourself to the secretariat as a presenter. They will then inform you of the Chair and member of the secretariat who will be looking after your session. Please check the time and place of your presentation listed in the current programme on the website, a copy of which will also be in your delegate bag. It will help the smooth running of the conference if you arrive at your designated session room at least five minutes before the session is due to start.

Please bring your presentation on a memory stick and the secretariat on the registration desk will inform you of where to go to load it onto the Keele system. If you are using any method to present other than PowerPoint, please let a member of the secretariat know so that the correct equipment can be made available in the room.

The facilities available at Keele University are commensurate with a modern conference venue. In every session room there is a console with an overhead data projector, and video if required. If you are unsure of the facilities and your requirements please check with the secretariat at a convenient point prior to your session time. The following hardware and software are available to you for your presentation:

- **Laptop:** Dell Optiplex 755, Intel q6600 core 2 quad CPU, 4Gb RAM, 160Gb HDD, ATI Radeon 2400 Pro Graphics (resolution 1024x768 pixels due to projector output), Onboard Soundmax Digital HD Audio (front mounted headphone and mic socket), USB 2.0 (2 front mounted USB ports), DVD R/W with PowerDVD playback software
- **Software:** Windows XP SP3 32-bit OS, Microsoft Office 2003 Professional (Office 2007 converters installed), Adobe Acrobat 9 Reader, Internet Explorer 8, Mozilla Firefox 3.5, Mozilla Thunderbird, External internet access

If you wish to use the internet during your presentation you will need to notify Sue Hull, the Conference Manager, beforehand. As the venue charge £25 per day per room, it will not be provided unless you specifically request it and it is necessary for your presentation.

This year the papers are 25 minutes apart. You therefore need to allow 20 minutes for your talk and 5 minutes for Q & A. It is important that you do not overrun and it is essential that you observe the 5 minutes, and 2 minutes warnings when displayed by the secretariat, and obey the 'Finish now' board when it is shown. It is better to end early than late - with four or five parallel sessions running throughout the conference, delegates may wish to move between sessions, and the time keeping is therefore very important.

Members of the secretariat are available to assist throughout the conference. If you have any questions concerning the conference, please ask them. They can be identified by their red lanyards and badges.

Thank you for your hard work, good luck, and I hope you enjoy the conference.

Martin Anderson
Editor and Programme Secretary, Contemporary Ergonomics and Human Factors 2010

www.ac2010.co.uk