

# History of Medicine Society of Wales



# Cymdeithas Hanes Meddygaeth Cymru

SECRETARY DR MARGARET R JONES, FRCR,  
7 WINDSOR AVENUE, RADYR, CARDIFF CF15 8BW.

Tel: (0)29 20 419121.;

email:[margaret.jones80@mac.com](mailto:margaret.jones80@mac.com)

## NOTES FOR SPEAKERS

These notes are intended to ensure that the meetings are of a consistent high quality wherever they are held.

### **SUMMARIES:**

Speakers are requested to provide a summary of their paper of not more than 300 words, illustrated where relevant. The summary will be edited and recorded in the Society's archive and may be presented in a Proceedings publication. The summary should be dispatched, preferably by email, to the Secretary, no less than 7 days before the Meeting.

### **AUDIOVISUAL FACILITIES:**

#### **POINTERS & SLIDE CHANGERS:**

A Laser pointer will be provided. A combined laser pointer and slide changer will be provided for digital presentations. Speakers MUST familiarise themselves with this equipment BEFORE the start of the Meeting.

#### **OVERHEAD PROJECTION:**

The Society does not possess its own Overhead Projector. In view of the poor quality of this medium, speakers are encouraged to arrange to obtain alternative means of display, wherever possible.

**SLIDES:** Speakers intending to present 35 mm slides must inform the Secretary 7 days before the meeting so that the appropriate equipment can be made available. The slides will need to be mounted in a KODAK Carousel before projection. This will need to be undertaken at least one hour before the START of the Meeting. Slides should be marked with a dot at the bottom left corner of the slide as it is viewed to assist in correct insertion into the carousel.

Speakers may NOT use their own slide projectors.

#### **'POWERPOINT' PRESENTATIONS:**

*STICKS, CDs and DVDs:*

In view of the discrepancies introduced by Microsoft into individual versions of the 'Powerpoint' software, speakers providing their presentations on 'Sticks', CD disc or DVD disc, should send them to the secretary to arrive not less than 7 days before the meeting. Every effort will be made to ensure that the presentation is flawless.

*USING A LAPTOP:* Those speakers wishing to use their own laptops will need to ensure that their machine is fully set up to communicate with a data projector via its digital output socket. The socket must be VGA, S-Video or HDMI compatible. If you don't know what this means, please contact a local specialist. Those using Macintosh computers must provide a suitable adaptor. Compatibility will need to be confirmed at least one hour BEFORE the start of the Meeting. Microsoft operating systems require that the output is properly set up and some require that the computer and projector are switched on in a particular order. Please do not rely on being able to establish a wi-fi connection at the meeting venue. Be aware that the pitfalls are many and that failure to comply with the various Standards will be humiliating.

PLJ 3/2011