

## SEM and microanalysis in the study of historical technology, materials and conservation (SEM 2010)

Thursday 9 and Friday 10 September 2010

BP Lecture Theatre, British Museum

### Information for speakers

- There is a very full programme and talks should be no more than 15 minutes (plus 5 minutes of questions) as the strict schedule will be kept to.
- PowerPoint presentations are preferred. If you would like to use 35mm slides, please provide advanced warning (at least 2 weeks before the conference) to ensure that the equipment is available for use.
- For PowerPoint presentations please bring a copy of your presentation with you on a CD-ROM or USB memory stick saved for Microsoft PowerPoint (this is particularly important for Mac users to ensure compatibility with British Museum computers). The British Museum machines run Microsoft Windows XP with Microsoft Office 2007 and PowerPoint 2007.
- Please deliver your presentation to the AV representative at the start of the relevant morning or afternoon session. It would be helpful if you could save your presentation using the name of the speaker and mark the CD or other device with your name.
- **For Mac users or those using a computer or presentation with software not supported by Microsoft Office 2007:**
  - If your presentation is created on a Mac computer, you should save it for Windows and bring it on a stick or disk.
  - If you are not using a standard programme or for technical reasons (to demonstrate something that will only work on that laptop, e.g. a piece of specialised software.) and you wish to use your own laptop, remember to bring the correct power supply and other cables (including your own Mac VGA adaptor). Unless the machine in question has been tested in the Museum lecture theatres in advance of the event, compatibility cannot be guaranteed.

You are advised against bringing your own laptop unless absolutely necessary. If you do have to bring your own, be cautious and keep it with you at all times to guard against theft.

- For anything other than a normal simple PowerPoint (e.g. embedded videos, animations) the Museum technicians will need advance warning (preferably 2 weeks before the conference) and success cannot be guaranteed until the files are tested on the Museum equipment by them. Please get in touch as soon as possible if you intend to use such material or have concerns about the format of your presentation.