

Presentation Instructions for the 12th UK & Ireland Occupational & Environmental Epidemiology and 7th Exposure Science Meetings

Oral Presentations

These instructions apply to all those giving an oral presentation at the meetings, including invited keynote speakers.

Please note that invited keynote talks should last no more than 35 minutes (plus 10 minutes for questions) and other oral presentations should last no more than 10-12 minutes (plus 3-5 minutes for questions).

Please prepare your presentation in Powerpoint with a standard 4:3 aspect ratio. All presenters are to provide presentations by **25 March** to Will Mueller (will.mueller@iom-world.org), highlighting the date and session.

Please help us ensure that the meeting runs efficiently by submitting your presentation on time. If you are unable to provide your presentation in advance of the meeting, please have it on a USB stick when you arrive ready for transfer.

Poster Pitches

Presenters of ‘poster pitches’ will be allotted 3 minutes (total) to present no more than 2-3 slides encouraging attendees to visit their poster for further information.

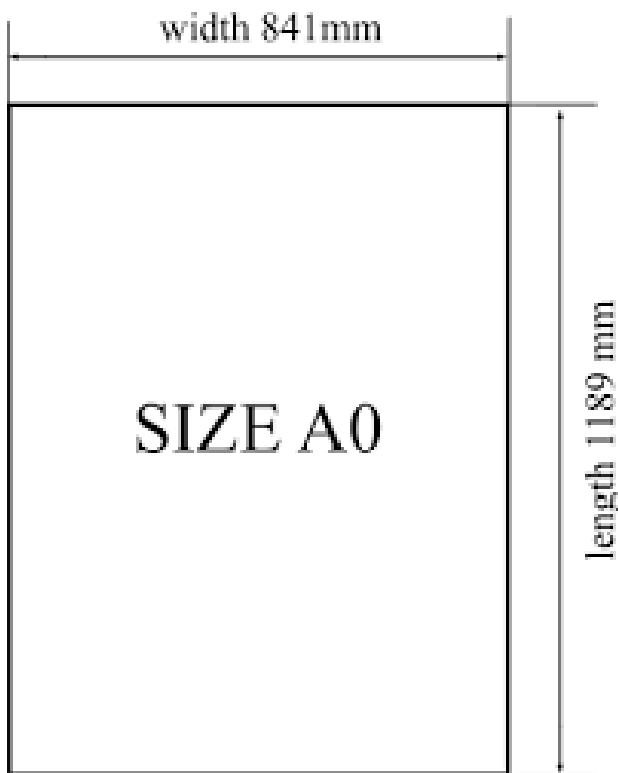
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Poster Presentations

All posters can be displayed throughout the duration of the meeting. You will be allocated a specific poster board number at registration. All presenters are to put up their poster at the correct location by no later than 10:00 on the day of their presentation. Posters should be removed following the close of the meeting on that day.

The poster boards are A0 portrait size (see below for diagram). Your posters can be affixed to the boards using sticky-backed Velcro strips, which will be provided at the venue.



If you wish to produce your poster in Edinburgh, there is a nearby print shop, [Teviot Print Shop](#), 13 Bristo Pl, Edinburgh EH8 9AJ. You can email them in advance (info@teviotprintshop.com) or bring your poster on a memory stick in-person (ensuring sufficient time for printing). Posters should be in pdf or jpeg format. See the following page for further details.

Thank you and we very much look forward to welcoming you to Edinburgh!



teviot
PRINT SHOP

info@teviotprintshop.com
Teviot Row House
13 Bristo Sq, Edinburgh
EH8 9AJ
0131 650 3015

A3 + A4 PRINT/COPY

A4 COLOUR	A3 COLOUR	BLACK + WHITE	SURCHARGES	A4	A3
1-50 0.40	1-50 0.60	A4 B+W 0.05	Trace	0.50	1.00
50+ 0.35	50+ 0.50	A3 B+W 0.10	160gsm	0.10	0.20
100+ 0.30	100+ 0.45		300gsm	0.20	0.40
500+ 0.20	500+ 0.40		AceFate	1.00	2.00

Bookletting add 20% Stapling or Folding add 10%

LARGE FORMAT PRINTING

	A2	A1	A0	m ²
Architects Line drawing 90 gsm paper	3.50	5.00	10.00	12.00m ²
Colour 180gsm matt Cartridge	5.00	10.00	15.00	17.00m ²
Colour Satin Photo Paper	7.00	15.00	20.00	22.00m ²
Colour Trace	5.00	10.00	15.00	17.00m ²
Black + White 90gsm	2.00	3.00	5.00	6.00m ²

BINDING

	A4	A3	LAMINATING	MOUNTING
Wire/Spiral	3.50	4.50	A4	1.50
Glue Strip	3.50	4.50	A3	2.00
Plain Hard Bind	10.00		A2	6.00
Hard Bind + Lettering	20.00		A1	15.00
			A1	22.00

BUSINESS CARDS 85mm x 55mm 350gsm Card

Quantity	x250	x500	x1000	Let us design your card!
Single Sided	30.00	40.00	60.00	24h turnaround
Double Sided	40.00	60.00	100.00	Matt or Satin finish available

FLYERS 300gsm A6 (105m x 148mm) A5 (148m x 210mm)

Quantity	x250	x500	x1000	x250	x500	x1000
Single Sided	30.00	40.00	65.00	40.00	65.00	100.00
Double Sided	40.00	60.00	90.00	50.00	100.00	160.00

NEWSLETTERS / LETTERHEADS A4 100gsm

Quantity	x250	x500	x1000	x2000	A4	1.00
Single Sided	45.00	65.00	100.00	160.00	A3	1.50
Double Sided	65.00	100.00	160.00	320.00	A2/A1	5.00

PERFECT BINDING

£20.00 1st bind
£5 additional bind
see website for setup guide



CD BURN £2.50

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VINYL STICKERS

cut out from £30 m²



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