Speaker Presentation Guidelines

The program is very full, so it is imperative that speakers show others courtesy by sticking to time to allow all speakers the same opportunity to present without running into the next session's time or break.

- **Keynotes:** please refer to your acceptance email for presentation length
- **Proffered Paper Presentations:** Your presentation must not be longer than your allocated presentation time of 12-minutes, with 3-minutes for questions at the end of your presentation
- **Plenary:** please refer to your acceptance email for presentation length

At your session:
- Advise the session chairs that you have arrived
- Look at the set-up on the stage (if applicable) where time allows
- Stay seated in the front row of the room until you are introduced to the Chairs
- **Ensure you keep to time**
- The AV technician will monitor a countdown timer. The countdown timer will be displayed on your monitor. Please pay careful attention to the timer

    - When the speaker begins the screen will be **blue**, as the time counts down the screen will progressively turn **black**

    - When it flashes/changes to **yellow** there is 1/5 minutes remaining. Your 1/5 minutes of question time must start now. (Q&A time depends on presentation type).

    - When it flashes **red** the total session time is over. Please ensure you finish when the light turns red. (NB the timer will now start to count up)

- For panel discussions, please be seated on the panel table on the stage

Acknowledging Community in Presentations
Requirement 1: We request that all presenters acknowledge the participant's involved in the studies at the beginning of the presentation. If your research is about people who inject drugs and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people who inject drugs and participation of people who inject drugs has influenced your work, we encourage you to consider and build upon the examples provided below:

Example: "I want to begin by acknowledging and thanking the community people who have generously participated in this research."

Requirement 2: When developing your presentation, we also request that presenters outline how your work has had/ can have a positive impact on the community including key population groups e.g. First Peoples, People Who Inject Drugs (PWID), Culturally and Linguistically Diverse (CALD) and what steps are being taken to take the research into practice.

Disclosure of interest
Presenters are **REQUIRED** to include a disclosure of interest slide in their presentation. The Scientific Advisory Committee recognises the considerable contribution that industry partners make to professional and research activities, and we value these greatly. We are also looking at ways to increase opportunities of transparency for disclosing conflicts of interest and to make this as transparent as possible for presenters. One common way of doing this is to acknowledge these relationships in publications and presentations. Disclosures should relate to the substance of the research being presented, declaring any relationships and potential conflicts as part of each presentation you make.

At the Conference
A speaker preparation room will be available for you at the conference. Please load your presentation here at least 4 hours prior to, or the day before, your presentation. Please ensure your presentation is brought to the Conference on a USB Stick for uploading by a professional AV technician at the dedicated speaker preparation room. If you are not providing slides for your presentation, please advise the AV technician in the speaker preparation room.

Presentation Consent Form
You will be provided with a presentation consent form in the speaker preparation room when loading your presentation. This form will need to be completed and returned to the speaker preparation team before your presentation.

Media & Privacy

You will be asked on the speaker consent form whether you consent to the following activities:

- **Allow your presentation on the Conference website:** Speaker presentations will be published on the conference website post conference (unless specified otherwise). We require all speakers to provide permission for their PowerPoint presentations to be published. All presenters will be given the opportunity to submit a revised PowerPoint for publication on the website.
- **Allow media contact:** A media consultant will be on site who may wish to contact you due to interest from media bodies. The media embargo for all data and information from abstracts or presentations is the date of the presentation at the conference unless indicated otherwise. Information in materials distributed to the media in advance is embargoed until when the data or information is due to be presented in the conference program. We kindly request that all media co-operate with this policy.
- **Allow audio recording/online recorded content**. Recording of your presentation will be made available online. Individual authors may choose not to have their presentation recorded by indicating on the Presentation Consent Form, when loading your presentation in the speakers' preparation room.

Audio Visual Requirements

Your presentation should be created and presented in **PowerPoint (scale 16:9)**. Each Conference room will be equipped with data projection facilities, lectern, microphone, and a laser pointer. An audio-visual operator in the room will control the presentation, lights and audio and will be able to assist you with any questions on the day.

Important Points to Remember

Important information is available in our presentation assistance documents to assist you with developing session content, please remember to:

1) Present within the allotted time
2) Acknowledge community in your presentations
3) Allocate most of your presentation to cover the lessons learnt and the challenges experienced
4) Include a final take home message