



## Speaker Presentation Guidelines – Oral Presentations

It is imperative that speakers show other presenters in their session courtesy by sticking to time. This allows all speakers the same opportunity to present without running into the next session's time or break.

- **Keynote/Invited Speaker Presentations:** Your presentation must not be longer than your allocated presentation time. Refer to your speaker invitation for details of your session.
- **15-Minute Oral Presentations:** Your presentation must not be longer than your allocated presentation time of 15 minutes (**12-minute presentation**, 3-minute Q&A)  
**Note:** At 11 minutes, the chair will ring a bell to indicate that you have 1-minute left to summarise your presentation. Due to the demand for more Q&A opportunities, the chairs will be requested to **STOP** your presentation at 12 minutes if you have not finished ensuring there is time for Q&A at the end of the session.
- **Tabletop Presentation:** Your presentation must not be longer than your allocated presentation time of 7 minutes. **No presentation slides are required.**

You will have 7 minutes to share your story/idea/learning with the people at your table. The group will discuss the idea and share other experiences/ideas around the topic for a further 7 minutes. When the time is up, you will move to the next table to present.

There will be a facilitator at each table who will help facilitate the discussion and be the note taker.

- **5-Minute Oral Presentations:** Your presentation must not be longer than your allocated presentation time of 5 minutes, with 3 slides only (**3-minute presentation**, 2-minute Q&A)  
**Note:** At 3 minutes, the chair will ring a bell to indicate that you have 1 minute left to summarise your presentation. Due to the demand for more Q&A opportunities, the chairs will be requested to **STOP** your presentation at 4 minutes if you have not finished ensuring there is time for Q&A at the end of the session
- **Poster Tour Presentations:** Your presentation must not be longer than your allocated presentation time of 5 minutes (**3-minute presentation**, 2-minute Q&A). Your presentation will take place next to your poster board during the dedicated poster-tour session. No opportunity to present slides is available.

### Acknowledgement of affected communities in Viral Hepatitis

Requirement 1: If your research is about viral hepatitis elimination and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of



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people living with viral hepatitis and our participation as people living with viral hepatitis has influenced your work, we encourage you to consider and build upon the sample text provided as an acknowledgement of the role that people living with viral hepatitis have played in the response to viral hepatitis at the beginning of any presentation of your work. Examples below:

*Example 1:* “I want to begin my presentation by thanking the people living with viral hepatitis who have participated in this research. Our fight against viral hepatitis elimination is indebted to people living with viral hepatitis both past and present.”

*Example 2:* “I want to begin by acknowledging and thanking the people living with viral hepatitis 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 include key population groups (e.g. Aboriginal and Torres Strait Islander peoples, People who Inject Drugs, Culturally and Linguistically Diverse) and what steps are being taken to take the research into practice.

### **Disclosure of interest**

Presenters are asked to include a disclosure of interest slide in their presentation. The conference organising 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 proceed there at least 4 hours prior to your presentation, 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.

### **Oral Presenters - 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

### **Audio Visual Requirements**



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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.

### **Presentation Consent**

The Conference organisers are making every effort to distribute information presented at the Conference.

You will be asked to sign a speaker consent form in the speaker preparation room confirming that you consent to your PDF slides being made available on the conference website post your presentation. You will also have the opportunity to provide an abridged version or to decline completely.