

## Speaker Presentation Guidelines – Oral Presentations

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.

- **Keynote Presentations:** Please refer to your invitation or contact the conference secretariat for clarification
- **Symposium:** 90minute session with 4-5 x presentations, plus panel discussion/Q&A. Each presentation is to be delivered to the time as proposed by the symposium organiser.
- **Panel Discussion:** 40-minutes inclusive of Q&A time from the audience.

- **15 Minute Oral Presentations:** Your presentation must not be longer than your allocated presentation time of 12 minutes, with Q&A conducted at the end of the session. For some sessions the Q&A will be directly after your presentation, please refer to the program for the timings or the chair will advise you on the day.

**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.

- **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
  - **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 minute remaining.
    - When it flashes **red** the total session time is over. Please ensure you finish when the light turns red.
  - For panel discussions, please be seated on the panel table on the stage

### 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.

### **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.

### **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.