

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.

- **Invited Speakers:** please refer to your acceptance email for presentation length.
- **Proffered Paper Presentations (oral):** 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 (15 minutes in total).

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 by the Chairs.
 - **Invited speakers** – please be seated at the head table for the duration of your presentation.
 - **Proffered paper (oral) presenters** will remain seated in the front row, nearby the stairs to the lectern. When the Chair invites you to stage, please make your way up via the stairs for your presentation. Time for questions has been allowed in your allocation time. Upon conclusion, please make your way back to the front row.
- 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.
- For panel discussions, please be seated at the head table on the stage.

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: *Speaker Preparation Room – Chancellor 4*

- 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.

If using video, ensure that you load the file itself in the folder with your presentation. Do not link it and then only bring the PowerPoint slide. *Inform the AV technician of the requirement to*

embed your video. Presentations containing pictures and multimedia can be quite large and it can be useful to compress the file size.

Consent to Audio-Record and Publish Your PowerPoint

On the Presentation Assistance page on the Conference website, there is a **consent form** that must be completed. This is for the permission for the audio-recording of your oral presentation and the publication of this, alongside your PowerPoint on the ASID member website following the Conference.

A link to the Portal to submit this completed consent form has been provided via email. If you have not seen this communication, please contact the Conference Secretariat.

Audio Visual Requirements

Your presentation should be created and presented in PowerPoint (scale 16:9), utilising the ASID ASM 2026 PowerPoint template (located on the Presentation Assistance page on the conference website). 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. There will also be a timer available to keep track of your presentation time which will be operated by the AV technician in the room.

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