72nd Annual Scientific Meeting 2021
2 – 4 November 2021
ONLINE

PRESENTATION GUIDELINES FOR LIVE SPEAKERS

PLEASE READ CAREFULLY

The following guidelines have been developed to assist speakers with preparing their presentations as part of the **LIVE VIRTUAL** program.

Please note: Due to the **VIRTUAL** component in this year's conference, there are strict time limits to all presentations.

- For speakers that are presenting during the LIVE program, it is imperative that others in their session be shown the courtesy of adhering to these strict time limits so that all speakers have their allocated time. **NOTE:** All sessions will end exactly at the scheduled session end time even if someone is still presenting.

FOR VIRTUAL LIVE SPEAKERS:

- **No video recording is required.**
- Presentation slides (16:9 ratio) must be provided to the conference organisers by the due date, **Tuesday 26 October** so that they can be uploaded to our AV teams system.
- All Live speakers will be required to attend a 30-minute virtual familiarisation session with our partners Vidcom.
- Times and dates for your familiarisation session will be supplied closer to the time.
- More information about our virtual portal will also be provided in due course.
- In the portal familiarisation session, you will learn how to join your session and the process for presenting in your session, being part of a panel discussion or Q&A.
- You will need the following equipment:
    - Computer / laptop with webcam and headset with a microphone is recommended
    - Internet connection (hard-wire/cable if possible)
    - Internet browser (ideally Google Chrome)
- On the day of your presentation, you will be required to log into the zoom link provided session half an hour before the start time of the session so that our support team can confirm your setup and check that your mic and camera area all working.

SUPPLYING YOUR FILES:
Refer to our guide on How to name and supply your files to upload your PPT presentation correctly.

PROGRAMME CONTENT
To assist you with developing session content please remember to:
- Plan to the allotted time. Refer to your acceptance email for your allocated time.
- Acknowledge community in your presentations.

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. Disclosures should relate to the substance of the research being presented, declaring any relationships and potential conflicts as part of each presentation you make.

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

By accepting your presentation, you consent to your presentation being available and downloadable via the virtual conference portal and maybe loaded to the members only section of the PSNZ website.

Live presentations will be recorded and made available for viewing On Demand in the virtual event platform.

Please contact the team at ForumPoint2 Conference Partners if you have any questions.
E: jaimee@fp2.co.nz | T: 027 320 7981