

## 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.

- **Invited Speaker Presentations:** Please refer to the program and session plan supplied with your invitation as all invited speaker sessions are created differently.
- **Oral Presentations:** Your presentation must not be longer than your allocated presentation time of 10 minutes

**Note:** At 9 minutes, the chair will ring a bell to indicate that you have 1-minute left to summarise your presentation.

- **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. (NB the timer will now start to count)
  - 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.