



## ORAL PRESENTATIONS - PRESENTER GUIDELINES

On behalf of the Organising Committee, we would like to thank you again for your contribution to the Congress and look forward to welcoming you.

Please take the time to **read these presentation guidelines ahead of time** to ensure your presentation is successful.

### REGISTRATION DETAILS

#### Prior to the Congress

All presenters are required to register and pay for the Congress. If you have not yet registered, please [click here](#) and complete the registration form and payment. Registrations must be received by **Friday 20<sup>th</sup> September 2024**. Failure to register by this date may result in the withdrawal of your presentation from the program.

#### Onsite at the Congress

Please visit the registration desk located in the **entrance of the Exhibition, Door 7** of the Melbourne Convention and Exhibition Centre (Convention side) when you first arrive and collect your name badge.

#### Registration Desk Operating Hours

Sunday 1 December 2024	1400 - 1800 hours
Monday 2 December 2024	0700 - 1800 hours
Tuesday 3 December 2024	0800 - 1730 hours
Wednesday 4 December 2024	0800 - 1730 hours
Thursday 5 December 2024	0800 - 1630 hours

*\* Please note that these timings are subject to change*

If you have any queries regarding the program or your presentation, please visit the registration desk during the Congress.

### SPEAKER PREPARATION ROOM

A Speaker Preparation Room will be available at the Congress for you to make changes to your slides for your presentation. Please visit **Speaker Preparation Room 215 located** on the level 2 of the Convention side of the venue.

#### Speaker Preparation Operating Hours

Sunday 1 December 2024	1400 - 1800 hours
Monday 2 December 2024	0700 - 1800 hours
Tuesday 3 December 2024	0800 - 1730 hours
Wednesday 4 December 2024	0800 - 1730 hours
Thursday 5 December 2024	0800 - 1630 hours

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Please bring your presentation on a USB to upload to the Speaker Preparation Room.

## POWERPOINT PRESENTATIONS

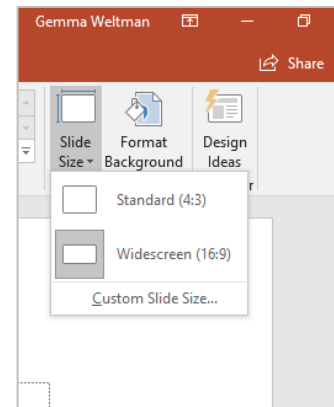
Speakers are required to submit their presentations via the [Abstract Submission Portal](#) prior to attending the Congress. All presentations are to be uploaded into the Abstract Submission Portal by **Monday 25 November 2024**. This is to ensure your presentation is uploaded and tested prior to you attending on the day. *Note that only the submitting author will be able to submit the PowerPoint Presentation for the abstract.*

Speakers will be able to make changes to their presentation during the Congress up until **two (2) hours prior** to the allocated presentation time. As a backup, please ensure to bring a copy of your presentation to the Congress on a USB.

Presentations must be prepared in Microsoft PowerPoint or PDF, PowerPoint is strongly recommended. Should your presentation be in Mac format, this must be **converted to PC format prior to arrival** at the Congress.

Please note: Standard PowerPoint presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides.

**Please ensure your PowerPoint presentations are in 16:9 and not 4:3.** To adjust your presentation, please [click here](#) and follow the steps.



Videos and/or animations must be embedded in the presentation file and cannot be linked to independent files. Please ensure that these are also saved as individual files on your USB.

**All PowerPoint presentations are highly recommended to be [uploaded to the online portal](#) by Monday 25 November 2024.** When uploading your presentation, ensure you select the correct submission type: **+ Submit PowerPoint Presentation**. Remember that you can edit the presentation during the Congress (as above).

*Note that only the submitting author will be able to submit the PowerPoint Presentation for the abstract.*

## PRESENTATION TIPS

Everyone processes information differently; however, we encourage you to convert text-heavy slides into a visual format because of the below reasons:

- 90% of the information processed by the brain is **visual**.
- The human brain processes **images** 60,000 times faster than text.
- Your audience is six times more likely to recall what you have presented.
- 80% of people will remember what they see as opposed to 10% of what they hear and 20% of what they read.



You can do this by creating diagrams, using a graph, including infographics, using photography and icons, or using a hero image with a statement, quote, or idea.

## AUDIO VISUAL EQUIPMENT

The following audio visual equipment will be in every session room at the Congress:

- Projection screen and data projector
- One presentation computer with Windows OS, Office and Adobe Reader. For presentations scheduled in the plenary room, the computer will be located at the back of the room at the audio visual desk
- Microphone attached to the lectern

**Internet access will not be available from the presentation computer. Please ensure all videos and fonts are embedded in your presentation. We recommend using standard PowerPoint fonts, such as Calibri and Arial.**

Should you require additional equipment it is essential that you contact the Congress Managers to discuss your requirements. We will try to accommodate requests; however this cannot be guaranteed.

A floating technician will be available to handle any problems that may arise.

## CHECK YOUR SESSION DETAILS

Please visit the [Congress website](#) well ahead of time to confirm the details of your session within the program. The program is subject to change, so we recommend that you check the program regularly for any further updates.

## ARRIVE AT YOUR SESSION EARLY

Please meet in your session room **at least 15 minutes prior** to the start of the session. This will allow time for your session chair to meet you, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

## TIME ALLOCATION

Please note of the following time allocation for the following presentation type:

### **Contributed Oral presentations**

12 minutes presentation + 3 minutes Q&A

Please ensure that you keep to your allocated time frame. To maintain synchrony among the concurrent sessions within the program, it is important that your allocated presentation time is adhered to.

Should another presenter in your session fail to appear, the chairperson will keep to the program running order. The same policy applies should the session finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.



## **SPEAKER PROCEDURES**

- Your presentation will be available from the electronic lectern. If you are not familiar with this equipment, visit your session room early or check into the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on/off.
- In the unlikely occurrence of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- Please keep track of your time.

## **SESSION ROOM SET UP**

There will be reserved seating for you at the front of the room for the duration of the session. You should be seated in the reserved seats from where you will be called to the lectern in sequence by the Chair.

## **LANGUAGE**

Please note that the official Congress language is English. **All presentations must be prepared and delivered in English.**

## **CONTACT THE CONGRESS MANAGERS**

Should you have any questions about your presentation, please advise the Congress Managers as soon as possible.

### **AIP 2024 Congress Managers**

Phone: +61 3 8888 9500

Email: [aip2024@arinexgroup.com](mailto:aip2024@arinexgroup.com)

Website: [www.aipcongress2024.com](http://www.aipcongress2024.com)

**Thank you for your help in making the Congress a success.**