
GUIDELINES FOR ORAL PRESENTATIONS

The INTS 2020 Organising Committee welcomes your contribution to the 2020 Symposium.

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

REGISTRATION DETAILS

Onsite at the Symposium

Presenters are to attend the registration desk when they first arrive at the Symposium to collect their name badge and other related materials.

The registration desk is located on **Level 1, Foyer 2**, at the Melbourne Convention and Exhibition Centre.

The desk will operate during the times below:

Sunday 29 March 2020	1700 – 1830
Monday 30 March 2020	0700 – 1830
Tuesday 31 March 2020	0730 – 1245
Wednesday 1 April 2020	0800 – 1830
Thursday 2 April 2020	0830 – 1230

We encourage you to register as early as possible to allow for easy access into the Symposium. **Please bring your confirmation letter along with you.**

PROGRAM ENQUIRIES

If you have any questions regarding the program or your presentation, please visit the registration desk in Level 1 Foyer 2 to ask one of the Arinex Staff, alternatively you can discuss with the AV technician in the speaker preparation room located in **Meeting Room 112**. Please refer to the venue floor plan which will be included in the Symposium App that will be available in due course.

The Speaker Preparation Desk will be open during the following times:

Monday 30 March 2020	0700 – 1830
Tuesday 31 March 2020	0730 – 1245
Wednesday 1 April 2020	0800 – 1830
Thursday 2 April 2020	0830 – 1230

All oral speakers are asked to load/check their presentation at least **2 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians at the back of the room.

AUDIO VISUAL EQUIPMENT

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

- Projection screen and data projector

- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Microphone attached to the lectern
- Internet access will be available from the lectern at a slow speed. This means that viewing websites will be possible, however playing videos directly from the internet will require dedicated connection.
- Laser pointers will be provided

Should you require additional equipment it is essential that you contact the Symposium Managers as soon as possible to discuss your requirements. We will try to accommodate any requests, however this cannot be guaranteed. A technician will be available to handle any problems that may arise.

SESSION DETAILS – CHECK AHEAD

Please visit the Symposium website or Symposium App well ahead of time to confirm details of your session within the Symposium Program. The program is subject to change so please ensure you check the INTS 2020 Symposium App for the most up to date program details.

TIME ALLOCATED

Oral presentation speakers are allocated **15 minutes** (12 minutes presentation time plus 3 minutes for question and answer time). In the interest of fellow speakers, **please ensure that you keep to your allotted time frame.**

Should one of the presenters in your session not be present, please keep to the program running order and times. The same policy applies if the session or speaker should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

SESSION VENUE – ARRIVE EARLY

Please assemble in your session room at least **15 minutes prior** to the start of the session. This will allow time for the chairs to liaise with the speakers, explain the seating allocation and arrangements for questions/discussion following the conclusion of your presentation.

POWERPOINT PRESENTATIONS

Types of presentations allowed:

- PowerPoint format (16:9 .PPT/.PPTX) only and video will be accepted and must be embedded into the .PPT or .PPTX file. Any video included must be viewable within your presentation time if this is part of your presentation. Please follow the links below for additional help with embedding video into your PowerPoint presentation:
 - [Preview video in full screen](#)
 - [Auto play video](#)
- PDF Presentation format (16:9)

If you do not have PowerPoint installed

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

- Please [click here](#) to download OpenOffice.

- Please [click here](#) for further information on using OpenOffice.

SPEAKER PROCEDURES

- Your presentation will be available via the laptop at the lectern. If you are not familiar with this equipment, visit your session room early or ask at 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 or off.
- In the unlikely event 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 time.**

SESSION ROOM SETUP

There will be reserved seating for you at the front of the room for the duration of the session. You should sit in these seats from where you will be called to the lectern in sequence by the chair. Delegates will be seated in theatre style.

LANGUAGE

Please note that the official Symposium language is English. **All presentations must be in English.**

**Thank you for your help in making the INTS 2020 a success.
For further details or assistance, please contact the Symposium Managers.**

INTS 2020 Symposium Managers
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