

Presentation Guidelines for VIRTUAL LIVE Speakers

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

Please note that 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, **Friday 20 August** so that they can be uploaded to the virtual platform for delegates to download / view.
- Polling functionality is available to all LIVE invited speakers. Up to 3 x polling questions and answers should be supplied by the deadline, **Friday 20 August**) if you would like to make use of this functionality.
 - Your presentation should clearly indicate with a positional slide showing when you want to run each of the polls, and our support team will activate these at that time.
 - Please indicate if you would like the Polling results to be shared with the delegates or not.
 - Polls can have a single answer choice (delegates can only select one answer) or can have multiple answer choices (delegates can select more than one answer). Please indicate which answer option you would like for each poll question.
- All LIVE speakers will be required to attend a 30-minute virtual portal familiarisation session in the two weeks prior to the conference. **Please note, it is a different system to the 2020 conference.**
- Times and dates for **portal familiarisation sessions** will be supplied closer to the time.
- More information about our virtual portal will also be provided in due course.
- In the **portal familiarisation sessions** you will learn how to join your session and the process for sharing slides for presenting / being part of a panel discussion or Q&A.
- You will need the following equipment:
 - Computer / laptop with webcam and microphone
 - It would be ideal to have access to two monitors / devices so that you can view both your presentation slides, and the virtual event portal.
 - Internet connection (hard-line/cable if possible)
 - Internet browser (ideally Google Chrome)

- On the day of your presentation, you will be required to log into the virtual event portal 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 presentation PDF correctly.

Program 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.
- Allocate most of your presentation to cover the lessons learnt and the challenges experienced.

Requirement 1: GIPA acknowledgement for the HIV&AIDS research community

If your research is about HIV and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people living with HIV and our participation as people living with HIV has influenced your work, we encourage you to consider and build upon the sample text provided as an acknowledgement of the role that people living with HIV have played in the response to HIV at the beginning of any presentation of your work.

Example 1: “I want to begin my presentation by thanking the people living with HIV who have participated in this research. Our fight against HIV and AIDS is indebted to people living with HIV both past and present.”

Example 2. “I want to begin by acknowledging and thanking the people living with HIV who have generously participated in this research.”

Requirement 2: When developing your presentation, we request that presenters outline how your work has had/ can have a positive impact on the community including key population groups (e.g. People Living with HIV, Aboriginal & Torres Strait Islander peoples, People who Inject Drugs, CALD) and what steps are being taken to take the research into practice.

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.

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.

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