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.

- **Keynotes Presentations:** 30-minute presentations, no questions

- **Invited Speaker Presentations:** Please refer to the program and session plan that has been supplied to you as all invited speaker sessions are created differently.

- **Oral Presentations**: Your presentation must not be longer than your allocated presentation time of 12-minutes, (Q&A will take place at the end of each session).
  Note: At 11 minutes, the chair will ring a bell to indicate that you have 1-minute left to summarise your presentation. Due to demand for more Q&A opportunities, the chairs will be requested to STOP your presentation at 12 minutes if you have not finished to ensure there is time for Q&A at the end of the session.

- **Rapid Fire Oral Presentations**: Your presentation must not be longer than your allocated presentation time of 5 minutes, (Q&A will take place at the end of each session).
  Note: At 4 minutes, the chair will ring a bell to indicate that you have 1-minute left to summarise your presentation. Due to demand for more Q&A opportunities, the chairs will be requested to STOP your presentation at 4 minutes if you have not finished to ensure there is time for Q&A at the end of the session.

- **Poster Tour Presentations**: Your presentation must not be longer than your allocated presentation time of 5-minutes. (3-minute presentation, 2-minute Q&A).

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

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.

At the Conference
A speaker preparation room will be available for you at the conference. Please proceed there at least 4 hours prior to 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.

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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.