



vh2021

Presentation Guidelines for LIVE Face-to-Face Speakers

The following guidelines have been developed to assist LIVE face-to-face speakers attending either the Brisbane or Sydney Hubs, with preparing their presentations.

Please note that due to the VIRTUAL component in this year's conference, there are strict time limits to all presentations.

- It is imperative that speakers show others in their session 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 Invited Speaker / Keynote Presenters:

- Your presentation must not be longer than your allocated presentation time. Refer to your speaker invitation for details of your session.
- Polling functionality is available to all LIVE Invited speakers. Up to 4 x polling questions and answers should be supplied by the deadline (**Friday 30 April 2021**) 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.
 - 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.

For 15-Minute Proffered Paper Oral Presenters:

- Your presentation must not be longer than your allocated presentation time of 15-minutes. (12-minute presentation, 3-minute Q&A).
- **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 Q&A is provided.

For 5-Minute Proffered Paper Oral Presenters:

- Your presentation must not be longer than your allocated presentation time of 5-minutes, with 3 slides only (3-minute presentation, 2-minute Q&A)
- Please use the Rapid-Fire presentation slide template provided.

Acknowledgement of affected communities in Viral Hepatitis

Requirement 1: If your research is about viral hepatitis elimination and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people living with viral hepatitis and our participation as people living with viral hepatitis 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 viral hepatitis have played in the response to viral hepatitis at the beginning of any presentation of your work. Examples below:

Example 1: "I want to begin my presentation by thanking the people living with Viral Hepatitis who have participated in this research. Our fight against Viral Hepatitis Elimination is indebted to people living with Viral Hepatitis both past and present."

Example 2: "I want to begin by acknowledging and thanking the people living with Viral Hepatitis who have generously participated in this research."

Requirement 2: When developing your presentation, we also request that presenters outline how your work has had/ can have a positive impact on the community including key population groups (e.g. 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.

Presentation Consent Form

You will be provided with a presentation consent form in the speaker preparation room when loading your presentation. This form will need to be completed and returned to the speaker preparation team before your presentation.

Media & Privacy

You will be asked on the speaker consent form whether you consent to the following activities:

- **Allow a PDF of your presentation on the Conference website:** Speaker presentations will be published on the conference website post conference (unless specified otherwise). We require all speakers to provide permission for their PowerPoint presentations to be published in a PDF format. All presenters will be given the opportunity to submit a revised PowerPoint for publication on the website.
- **Allow media contact:** A media consultant may wish to contact you due to interest from media bodies. The media embargo for all data and information from abstracts or presentations is the date of the presentation at the conference unless indicated otherwise. Information in materials distributed to the media in advance is embargoed until the data or information is due to be presented in the conference program.
- **Allow audio recording/online recorded content.** A recording of your presentation will be made available online via the virtual event platform. Individual authors may choose not to have their presentation recorded by indicating on the Presentation Consent Form, when loading your presentation in the speakers' preparation room. Your presentation will then only be available in the virtual portal for the duration you are giving your presentation. It will not be available for access On Demand.