2019 AUSTRALASIAN
SEXUAL HEALTH
16-18 SEPTEMBER, PERTH
CONFERENCE

2019 AUSTRALASIAN
HIV & AIDS
17-19 SEPTEMBER, PERTH
CONFERENCE

Speaker Presentation Guidelines

The following guidelines have been developed to assist speakers with preparing their presentations.

The program is 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 time or break.

Please make note of the following presentation timings:

- **Plenary Proffered Paper Presentation/Oral Presentation:** 15 minutes presentation (12 minutes for presentation, 3 minutes for 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.

- **Case Presentation Breakfast:** 20 minutes presentation (15 minutes for presentation, 5 minutes for questions)
  Note: At 14 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 15 minutes if you have not finished to ensure Q&A is provided.

- **Rapid Fire Orals:** 5 minutes presentation (3 minutes for presentation, 2 minutes Q&A)
  Note: Please use the rapid fire presentation slide template provided

- **Symposia presentations:** Each symposia session is run differently, please refer to the program for timings.

- **Plenary presentations:** 30minute presentation (25minute presentation time, 5minutes Q&A)

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 present yourself here at least 4 hours prior to, or the day before, to load your presentation. 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 4:3). 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. All presenters will be given the opportunity to submit a revised PowerPoint for publication on the website.
- **Allow media contact:** A media consultant will be on site who 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 when the data or information is due to be presented in the conference program. We kindly request that all media co-operate with this policy.
- **Allow audio recording/online recorded content**. A recording of your presentation will be made available online. 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.

Program Content
More information is available in our presentation assistance documents to assist you with developing session content please remember to:
1) Plan to the allotted time
2) Acknowledge community in your presentations
3) Allocate a majority of your presentation to cover the lessons learnt and the challenges experienced