

Presentation Guidelines for Face-to-Face Speakers

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

Please note that due to the hybrid format 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 Invited speakers. Up to 4 x polling questions and answers should be supplied by the deadline (**Wednesday 5 October 2022**) 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 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 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)
- **Note:** At 2 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 Q&A is provided.

Poster Tour Presentations:

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

Acknowledging Community in Presentations

Requirement 1: We request that all presenters acknowledge the participant's involved in the studies at the beginning of the presentation. If your research is about people who inject drugs and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people who inject drugs and participation of people who inject drugs has influenced your work, we encourage you to consider and build upon the examples provided below:

Example 1: "I want to begin by acknowledging and thanking the people who inject drugs 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. Indigenous 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

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.

Presentations will be recorded and made available for viewing On Demand in the virtual event portal.