

## 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
- **Symposium:** 90minute session with 4-5 x presentations, plus panel discussion/Q&A. Each presentation is to be delivered to the time as proposed by the symposium organiser.
- **Panel discussions:** 40-minutes inclusive of Q&A time from the audience.
- **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 10 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.

### Hybrid

Accessibility is important to us, and that shows up in a range of ways, from physical access of the event spaces to community access to ensure trans people from a range of backgrounds are able to attend. As part of accepting your presentation you accept to provide a pre-recorded video of your presentation to be included in the virtual platform.

### 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.