



Presentation Guidelines for VIRTUAL Speakers (Pre-Recorded/On-Demand)

The following guidelines have been developed to assist VIRTUAL speakers with preparing their [Pre-Recorded](#) presentations or as part of the [On-Demand](#) program.

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

- Any PRE-RECORDED presentations that exceed the allocated time limit will be withdrawn.

For PRE-RECORDED VIRTUAL Presenters:

- [Create a presentation video](#) of you presenting your slides. This must not be longer than your allocated presentation time that is indicated in your acceptance.
- Presentation slides (16:9 ratio) must also be provided to the conference organisers by the due date, **Sunday 10 October 2021**, so that they can be uploaded to the virtual platform for delegates to download / view.

For Accepted On-Demand Oral Presenters:

- [Create a presentation video](#) of you presenting your slides. This must not be longer than your allocated presentation time of either 5-minutes (oral rapid fire) or 15-minutes (oral presentation). Refer to your acceptance email for your allocated timing.
- Presentation slides (16:9 ratio) must also be provided to the conference organisers by the due date, **Sunday 10 October 2021**, so that they can be uploaded to the virtual platform for delegates to download / view.

For Accepted On-Demand Symposiums:

- [Create a presentation video](#) of each symposium presenter presenting (60 or 75 minutes total length. Suggested timings: 10 minutes for each presentation, 5 minutes for the discussant, and a total of 15 minutes allocated for discussions).
- We recommend recording the symposium as a group. When supplying your presentation files, please ensure you follow the guidelines on how to name your file so that the symposium can be placed in the correct order if each presenter recorded separately.
- Presentation slides (16:9 ratio) must also be provided to the conference organisers by the due date, **Sunday 10 October 2021**, so that they can be uploaded to the virtual platform for delegates to download / view.

Supplying Your Files:

- Refer to our guide on [How to record your presentation](#) for more information on making your video.
- Refer to our guide on [How to name and supply your files](#) to upload your presentation PDF and presentation video (if applicable) correctly.

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: “I want to begin by acknowledging and thanking the community people 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. First Peoples, People Who Inject Drugs (PWID), Culturally and Linguistically Diverse (CALD) and what steps are being taken to take the research into practice.

Disclosure of interest

Presenters are **REQUIRED** to include a disclosure of interest slide in their presentation.

The Scientific Advisory 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.