

GUIDELINES FOR 30 MINUTE KEYNOTE SPEAKER PRESENTATIONS

The IUMRS-ICA Organising Committee welcomes your contribution to the 2019 Conference.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for attendance at the Conference. Please refer to your acceptance letter email for instructions on how to register as a speaker.

Onsite at the Conference

Presenters are to proceed to the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

The **registration desk** will be located in the central foyer, level 2 of the Perth Convention and Exhibition Centre (PCEC).

The registration desk will be open at the following times:

Sunday 22 September 2019	0700 - 1730
Monday 23 September 2019	0700 – 1730
Tuesday 24 September 2019	0800 – 1730
Wednesday 25 September 2019	0800 – 1730
Thursday 26 September 2019	0830 - 1600

We encourage you to register as early as possible to allow for easy access to the Conference. **Please bring your confirmation letter with the barcode on it.** You will need to provide this (either a printed copy or on your mobile device) at the registration desk for your name badge to be printed. Your barcode will be sent in a separate email in week prior to the Conference.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room will be located on level 1 of the PCEC, in the Riverside Theatre back of house area. Details and directional maps will be provided closer to the Conference as well as in the Conference App.

All speakers are asked to load/check their presentation **at least 2 hours prior** to their scheduled session time and preferably the day before to ensure their presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio-visual technicians.

The speaker preparation room will be open at the following times:

Sunday 22 September 2019	0730 - 1730
Monday 23 September 2019	0730 – 1730
Tuesday 24 September 2019	0800 – 1730
Wednesday 25 September 2019	0800 – 1730
Thursday 26 September 2019	0830 – 1500

AUDIO VISUAL EQUIPMENT

The following audio-visual equipment will be in every session room at the Conference:

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Microphone attached to the lectern
- Internet access will be available from the lectern at a slow speed. This means that viewing websites will be possible, however playing videos directly from the internet will require dedicated connection.
- Laser pointers will be provided

Should you require additional equipment it is essential that you contact the Conference Managers as soon as possible to discuss your requirements. We will try to accommodate any requests, however this cannot be guaranteed. A technician will be available to handle any problems that may arise.

SESSION DETAILS - CHECK AHEAD

Please visit the Conference website well ahead of time to confirm details of your session within the Conference Program. The program is subject to change so please ensure you check the IUMRS-ICA Conference for the most up to date program details.

TIME ALLOCATION

Keynote presentation speakers are allocated 30 minutes (25 minutes presentation time plus 5 minutes for question and answer time). In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The chair will time your presentation and provide you with a warning when there are **5 minutes** remaining of your 25-minute talk and again when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time. An automatic timer will be embedded within your presentation to assist with keeping to time.

Should one of the presenters in your session not be present, please keep to the program running order and times. The same policy applies if the session or speaker should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

SESSION VENUE – ARRIVE EARLY

Please assemble in your session room **at least 15 minutes prior** to the start of the session. This will allow time for the chairs to liaise with the speakers, explain the seating allocation and arrangements for questions/discussion following the conclusion of your presentation.

POWERPOINT PRESENTATIONS

Types of presentations allowed:

- PowerPoint format (16:9 .PPT/.PPTX) only and video will be accepted and must be embedded into the .PPT or .PPTX file. Any video included must be viewable within your presentation time if this is part of your presentation. Please follow the links below for additional help with embedding video into your PowerPoint presentation:
 - [Preview video in full screen](#)

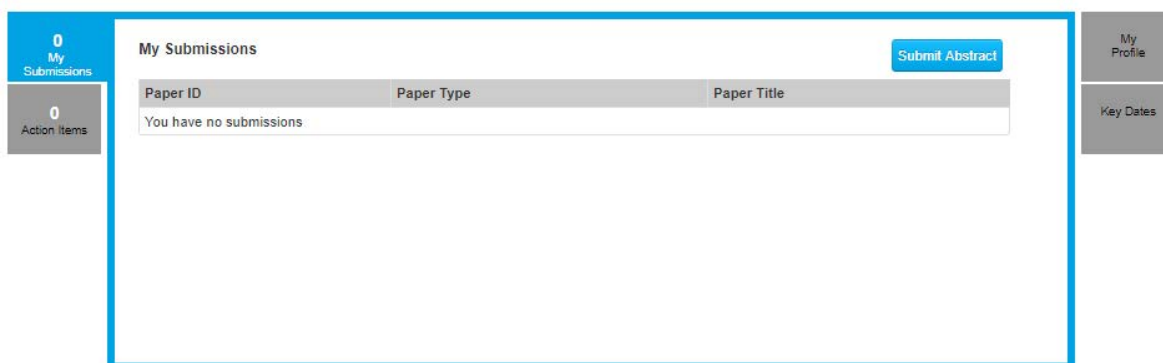
- [Auto play video](#)
- PDF Presentation format (16:9)
- Online Presentations such as: Prezi, Sway (URL shared with view permission to anyone)

Speakers are strongly encouraged to upload their presentations prior to the Conference via the speakers' portal: <https://iumrsica-c10000.eorganiser.com.au/index.php?r=site/login>

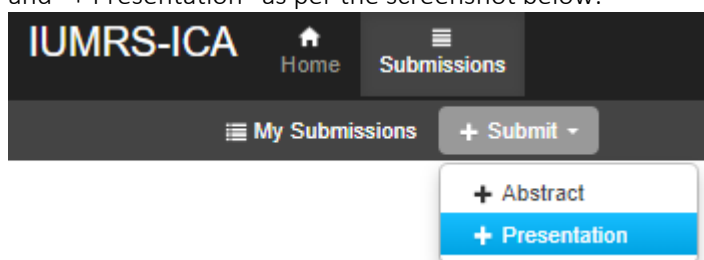
Please note: If your presentation is larger than 500MB, please bring your presentation on a USB memory stick to the Conference instead of uploading it to the speakers' portal.

Please follow the below steps to upload your presentation to the speakers' portal

1. Log into the speakers' portal using your author login details: <https://iumrsica-c10000.eorganiser.com.au/index.php?r=site/login>. If you already have an author account, please use the password that you have already created. If you have forgotten your password, you can select the 'Forgotten your password?' link to reset it. If you have never used the system, you should have received an email to verify your email address and create your password. If you experience any issues logging in, please contact iumrs-ica2019@arinex.com.au.
2. From the home screen select the green button "Submit Presentation".



Alternatively, you can click on "Submissions" near the top of the screen and then select ' "+ Submit" and "+ Presentation" as per the screenshot below:



3. Select your keynote speaker abstract from the drop down and click the "Submit Presentation" button. **Please note:** you must send the Conference Managers your abstract for your invited lecture prior to uploading your presentation.
4. Upload your presentation in .PPT, .PPTX or PDF format. **Please note that we cannot accept MAC presentations.** Should your presentation be in MAC (keynote) format, it is imperative that this be converted to .PPT or .PPTX format. If this format cannot be changed, please contact the Conference Managers who can accommodate your requirements by ensuring the correct AV equipment is

available for your presentation. If your presentation is an online presentation such as Prezi or Sway, please select 'Online Presentation' instead of 'File' and enter your presentation URL.

5. Select whether you give permission for audio/video recording during your presentation and whether you give permission for your presentation to be used post-conference in PDF format.
6. When you are ready to submit your presentation, select the blue "Submit" button at the bottom of the screen.
7. Once your presentation has been submitted a note will appear near the top of the screen which states "Thank you for submitting your presentation. This will be made available at the Conference". On the "Presentation" tab the status will now be listed as "Submitted". You will also receive a presentation submission confirmation email.

Please ensure you visit the Speaker Preparation Room **at least 2 hours** prior to the start of your session or preferably the day before unless your presentation is scheduled for the first day.

Please note: Standard PowerPoint and PDF Presentations need to be adjusted to fit the projector to avoid black edges on slides. Please ensure your PowerPoint or PDF Presentation is in 16:9 and **not** 4:3. To adjust your presentation in PowerPoint, please [click here](#) to follow these steps.

If you upload your presentation via the speakers' portal, you are still required to visit the speaker preparation room at least 2 hours prior to your session commencing to check your presentation and receive further information if applicable.

Please note that **personal laptops are not permitted** to be used for your presentation in the session.

If you have any questions, please email these directly to iumrs-ica2019@arinex.com.au.

If you do not have PowerPoint installed

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

- Please [click here](#) to download OpenOffice.
- Please [click here](#) for further information on using OpenOffice.

SPEAKER PROCEDURES

- Your presentation will be available via the laptop at the lectern. If you are not familiar with this equipment, visit your session room early or ask at the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on or off.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- Keep track of time.

SESSION ROOM SET UP

There will be reserved seating for you at the front of the room for the duration of the session. You should sit in these seats from where you will be called to the lectern in sequence by the chair. Delegates will be seated in theatre style.

LANGUAGE

Please note that the official Conference language is English. **All presentations must be made in English.**

**Thank you for your help in making the IUMRS-ICA Conference a success.
For further details or assistance, please contact the Conference Managers.**

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