
GUIDELINES FOR SYMPOSIUM PRESENTATIONS

The AusPATH Organising Committee welcomes your contribution to the 2019 Conference.

Please take the time to **read these guidelines ahead of time** to ensure your symposium presentation is prepared successfully.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for attendance at the Conference by the **29 August 2019**. Please refer to your acceptance letter email for instructions on how to register as a symposium presenter.

Onsite at the Conference

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

The registration desk is in the **Southern Cross Lobby**, at The Esplanade Hotel.

The desk will operate during the times below:

Thursday 24 October 2019	0800 – 1800
Friday 25 October 2019	0800 – 1800
Saturday 26 October 2019	0800 – 1800

We encourage you to register as early as possible to allow for easy access into the Conference. **Please bring your confirmation letter along with you.**

PROGRAM ENQUIRIES

If you have any questions regarding the program or your symposium presentation, please visit the registration desk in the Southern Cross Lobby to ask one of the Arinex Staff, alternatively you can discuss with the AV technician at the back of the presentation room. Please refer to the venue floor plan which will be included in the Conference App that will be available in due course.

The Speaker Preparation Desk will be open during the following times:

Thursday 24 October 2019	0800 – 1700
Friday 25 October 2019	0800 – 1700
Saturday 26 October 2019	0800 – 1630

All symposium speakers are asked to load/check their presentation at least **2 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians at the back of the room.

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 or Conference App 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 AusPATH Conference for the most up to date program details.

TIME ALLOCATED

Symposium presentation speakers are allocated 45 minutes (40 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 12-minute talk and again when your time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted 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://auspath-c10000.eorganiser.com.au>

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.

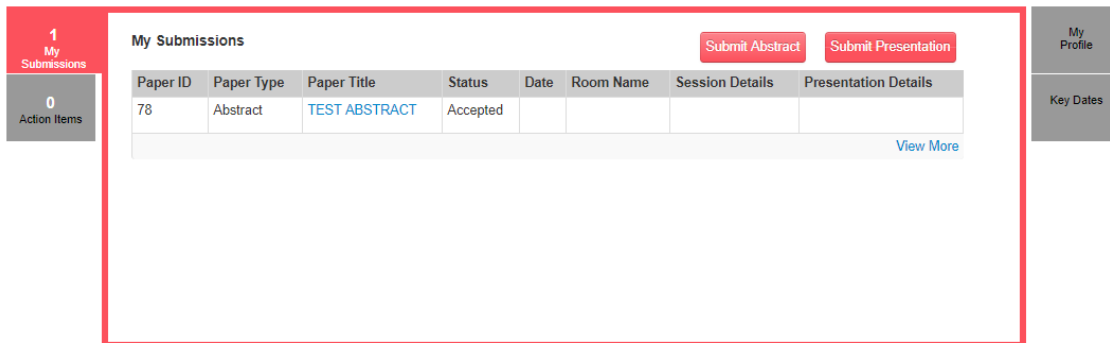
Please follow the below steps to upload your presentation to the speakers' portal

1. Log into the speakers' portal using your author login details:

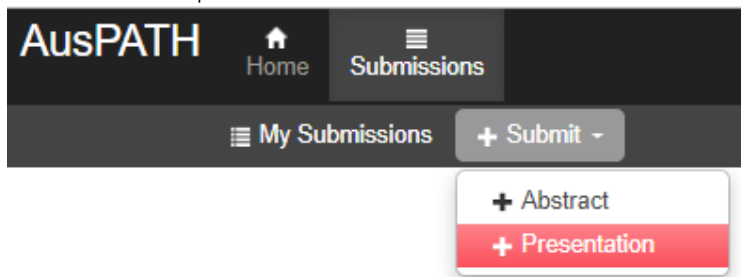
<https://auspath-c10000.eorganiser.com.au>

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 auspath2019@arinex.com.au.

2. From the home screen select the button "Submit Presentation".



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



3. Select your accepted symposium speaker abstract from the drop down and click the "Submit Presentation" button.
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.

Presentations should be uploaded to the speakers’ portal in advance, however if you have problems doing so you may bring your presentation on a USB memory stick to the Conference. 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 you are welcome to bring your own laptop. Please ensure you request this be arranged by the AV technicians prior to your presentation as this will need to be setup.

If you have any questions, please email these directly to auspath2019@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 SETUP

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 written in English.**

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

AusPATH Conference Managers
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