

## Guidelines for Oral Presentations

The Australian Society for Biochemistry and Molecular Biology Conference 2019 (ASBMB 2019) Organising Committee welcomes your contribution to the 2019 Conference.

In order to ensure 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 the Conference. If you have not done so already, please visit <https://asbmb2019.com.au/registration/> and complete the registration form.

#### Onsite at the Conference

Please visit the registration desk when you first arrive at the Conference and collect your name badge and other related materials. From there you will be directed to the Speaker Preparation Room to check in with the audio visual technicians.

If you have any queries regarding the program or your presentation, please visit the registration desk located in the Southern Cross Lobby of the Esplanade Hotel Fremantle by Rydges. The desk will operate during the following times:

Tuesday 1 October 2019 ..... 0700 - 1830

Wednesday 2 October 2019 ..... 0800 - 1900

Thursday 3 October 2019 ..... 0800 - 2030

### PowerPoint Presentations

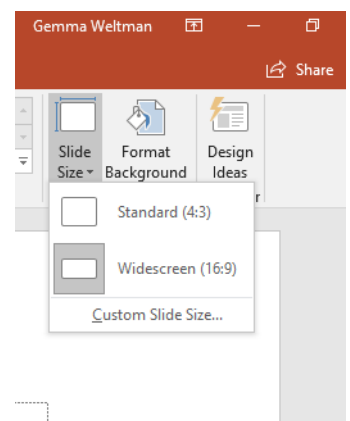
Presentations must be completed in Microsoft PowerPoint. Should your presentation be in Mac format, it is imperative that this be converted to PC format prior to arrival at the Conference.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:

1. In PowerPoint 2013/2016 choose the "design tab" then click on the "slide size" button.
2. In the drop down box, select "Widescreen (16:9)".

You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

If you have any questions in regards to this process, please email these directly to [asbmb2019@arinex.com.au](mailto:asbmb2019@arinex.com.au)



### Speaker Preparation Desk

The Speaker Preparation Desk will be located at the back of the Sirius Room and the Pleiades Room. Please refer to the venue floor plan which will be included in the Conference App.



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

Tuesday 1 October 2019 ..... 0800 - 1700  
Wednesday 2 October 2019 ..... 0800 - 1600  
Thursday 3 October 2019..... 0800 - 1600

*Please note, these times are estimates and are subject to change closer to the Conference.*

At the Speaker Preparation Desk, you will be able to view how the presentation area will be set up and receive demonstrations on use of the equipment.

All oral speakers are asked to load/check their presentation **at least 30 minutes prior** to their session commencing to ensure the presentation is checked and tested.

### **Audio Visual Equipment**

The following Audio-Visual equipment will be in every 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

Overhead and Slide Projection will not be available.

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 a dedicated connection.

Please note: Should you require additional equipment or internet capabilities it is essential that you contact the Conference Managers to discuss your requirements. In some instances, internet content is restricted through the venue's internet server. If you require access to particular websites during your presentation, please discuss the requirements with the Conference Managers in advance. We will try to accommodate 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 Conference App.

### **Time Allocation**

The session time allocated is 15 minutes and is inclusive of Question and Answer time and any comments from the Chairperson. Please ensure that you keep to your allotted time frame. Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to.

Your Chair will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.



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

Individual oral presentations are allocated 10 minutes with 5 mins question and answer time. Please check the Conference Program to confirm your session time.

### **Session Venue – Arrive Early**

Please assemble in your session room **at least 10 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

### **Speaker Procedures**

- Your presentation will be available via the electronic lectern. If you are not familiar with this equipment, visit your session room early or go to 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.
- 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.

### **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 be seated in the reserved 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 ASBMB 2019 Conference a success.  
For further details or assistance, please contact the Conference Managers.**

**ASBMB 2019**  
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