

## Guidelines for Oral Presentations

The GPTEC Program 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 to 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://gptec2019.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 Promenade of the Crown Conference Centre. The desk will operate during the following times:

Wednesday 4 Sept 2019 ..... 0800 - 1700

Thursday 5 Sept 2019..... 0800 - 1700

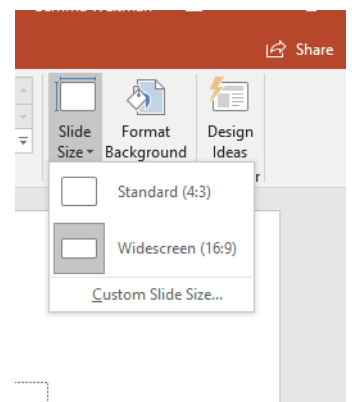
### PowerPoint Presentations

The GPTEC 2019 Program Committee has provided a PowerPoint template and encourage speakers to utilise this template for their presentations. Please download the template from the Conference website [here](#). Please ensure that all videos are embedded into your presentation.

Speakers are required to bring their presentation on a USB to the Conference and to visit the speaker preparation room **at least 2 hours prior** to the allocated presentation time. This is to ensure your presentation is uploaded and tested. 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.

## Speaker Preparation Room

The Speaker Preparation Room is located in room M14 on the first floor, close to the escalators.

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

Wednesday 4 Sept 2019 ..... 0800 - 1700

Thursday 5 Sept 2019..... 0730 - 1600

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

At the Speaker Preparation Room, you will be able to prepare for your presentation, make final changes to your presentation on available computer stations, 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 2 hours 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
- Remote control to move through slides

**Overhead and Slide Projection will not be available.**

**Internet access will be available from the presentation computer. Please have all your videos embedded into your presentation.**

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. 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 presentation time allocated is 15 minutes and is inclusive of 3 mins 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 **3 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.

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.

### **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 you, 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.

**Thank you for your help in making GPTEC 2019 a success.  
For further details or assistance, please contact the Conference Managers.**

**GPTEC 2019  
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