

GUIDELINES FOR ORAL PRESENTATIONS

The **10th Asia Pacific Conference on Clinical Nutrition** Organising Committee welcomes your contribution to the 2017 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 for the Conference. If you have not done so already, please visit www.apccn2017.com and complete the registration form. The deadline for presenter registrations is 20 October 2017. If you are not registered by this time, you may be removed from the program.

Onsite at the Conference

Speakers will need to register at the registration desk when they first arrive at the Conference to collect their name badge and other related delegate materials.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on the Ground Level in Foyer F at the Adelaide Convention Centre.

The registration desk will operate during the following times (times are preliminary and subject to change):

Sunday 26 November 20171000 – 1800
Monday 27 November 20170700 – 1730
Tuesday 28 November 2017.....0730 – 1730
Wednesday 29 November 2017.0730 – 1700

SPEAKER PREPARATION ROOM

The **Speaker Preparation Room** is located on the Ground Level in Room L1B. Please refer to the venue floor plan which will be included in the Conference Mobile App and the Conference Pocket Program that you will receive upon registration.

The Speaker Preparation Room will be open during the following times (times are preliminary and subject to change):

Monday 27 November 20170730 – 1630
Tuesday 28 November 2017.....0730 – 1630
Wednesday 29 November 2017.0730 – 1500

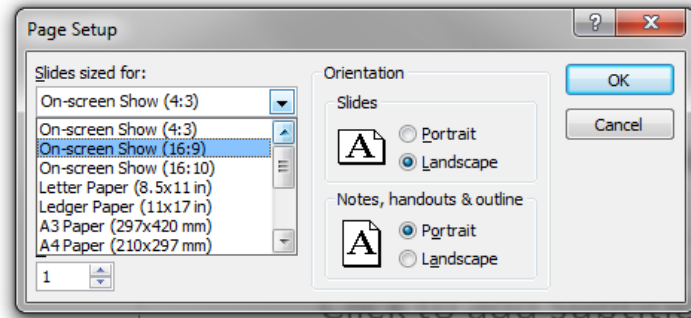
All oral speakers are asked to load/check their presentation **at least 3 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians.

All presentations need to be brought to the Conference and uploaded in the **Speaker Preparation Room**. Please note there is no facility to send material by email and have it uploaded prior to the start of the Conference nor is it possible to upload the presentation within the session room.

AUDIO VISUAL EQUIPMENT & POWERPOINT PRESENTATIONS

Please note: Standard PowerPoint Presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides. Please ensure your PowerPoint Presentations are in **16:9** and **not 4:3**. To adjust your presentation, please follow these steps.

1. In PowerPoint 2003 Choose File → Page setup. In PowerPoint 2007/2010 choose the "Design" Tab then click the "Page Setup" button.
2. In the drop down box, select "On-screen Show (16:9)"



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 2007/2010 and Adobe Reader
- Microphone attached to the lectern

Overhead and Slide Projection will not be available.

Internet access will not be available from the presentation computer.

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 inside the session room to handle any problems that may arise. However, please note that your presentation **cannot** be uploaded in the Session Room – you must visit the **Speaker Preparation Room** prior to your session commencement.

If you have any questions regarding this process, please email these directly to apccn2017@arinex.com.au

SESSION DETAILS - CHECK AHEAD

Please visit the Conference website www.apccn2017.com 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 any changes on the 'Program Changes' board located at the registration desk onsite.

TIME ALLOCATION

Please check the [Conference Program](#) to confirm your session time. In consideration 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 at **3 minutes** remaining and when time is up. It is strongly recommended that you 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. 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 the Chairs 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.
- Keep track of time.

SESSION ROOM SET UP

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

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

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 Conference a success.
For further details or assistance, please contact the Conference Managers.**

APCCN 2017 Conference Managers
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