

GUIDELINES FOR PRESENTERS

GENERAL

Oral Presentations for ICA 2010 will be programmed in 20 minute timeslots starting at :00, :20 and :40 minutes past the hour. Presenters should plan 15 minutes for the presentation to be followed by 3 minutes for questions then 2 minutes for changeover and for delegates to move between rooms.

Timing is critical! It is important that the time schedule is followed, so a small digital count-down clock will be visible in the corner of the screen to provide guidance during each presentation.

The following equipment will be provided in all meeting rooms:

- Data Projector
- Computer to which your presentation will be uploaded
- Screen, lectern and microphone

Please go to your allocated room ten minutes before the session start time to check the presentation is ready and to meet with the Chair.

LOADING YOUR PRESENTATION

Take your presentation on a USB stick or CD/DVD to the Speakers' Preparation Room and load it on to the server **well before your presentation**.

Please ensure you upload:

- the previous day for presentations scheduled for morning sessions
- before 1100 for presentations scheduled for afternoon sessions.

The presentation will then be available within the allocated room.

Staff will be available to assist with loading of the presentation. The Speakers' Preparation Room is located in Bayside 108 and accessed from the main foyer on level 1. It will be open at the following times:

Monday	0800 – 1700
Tuesday –Thursday	0730 – 1700
Friday	0730 – 1200

MAC Users:

If you are a MAC user and you absolutely need to use your Mac please bring your own dongle and other appropriate connections to output a VGA signal. Please note Mac programs such as QuickTime will not be supported by the Congress network. It is recommended presenters convert such files into .avi or .wmv format.

PC Users:

If you absolutely need to use your own PC, it may be connected to the projector via a switching connector. Do not disconnect the meeting room computer. Please see your chairperson or audio visual operator for assistance.

If you have any questions about your presentation please contact the Congress Secretariat at ica2010sydney@icmsaust.com.au.