
ORAL PRESENTATION GUIDELINES

The IADR ANZ 2023 Organising Committee welcomes your contribution to the 2023 Conference.

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.

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.

If you have any queries regarding the program or your presentation, please visit the registration desk .
The desk will operate during the following times:

Wednesday 27 September 2023.....0730 - 1730

Thursday 28 September 2023.....0800 - 1730

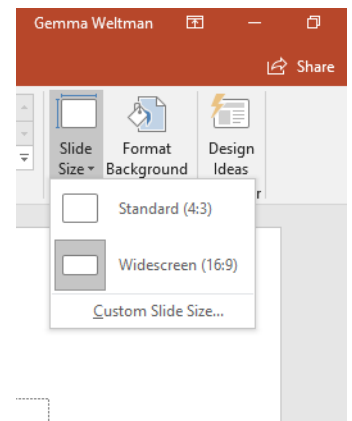
Friday 29 September 2023.....0830 - 1200

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 or Office 365 choose the “design tab” then click on the “slide size” button.
2. In the drop down box, select “Widescreen (16:9)”.



Presentation tips

Everyone processes information differently, however we encourage you to convert text heavy slides into a visual format because of the below reasons:

- 90% of the information processed by the brain is **visual**
- The human brain processes **images** 60,000 times faster than text
- Your audience is six times more likely to recall what you have presented
- 80% of people will remember what they see as opposed to 10% of that they hear and 20% of that they read .

You can do this by creating diagrams, using a graph, including infographics, using photography and icons or using a hero image with a statement, quote or idea.

Embed Your Fonts

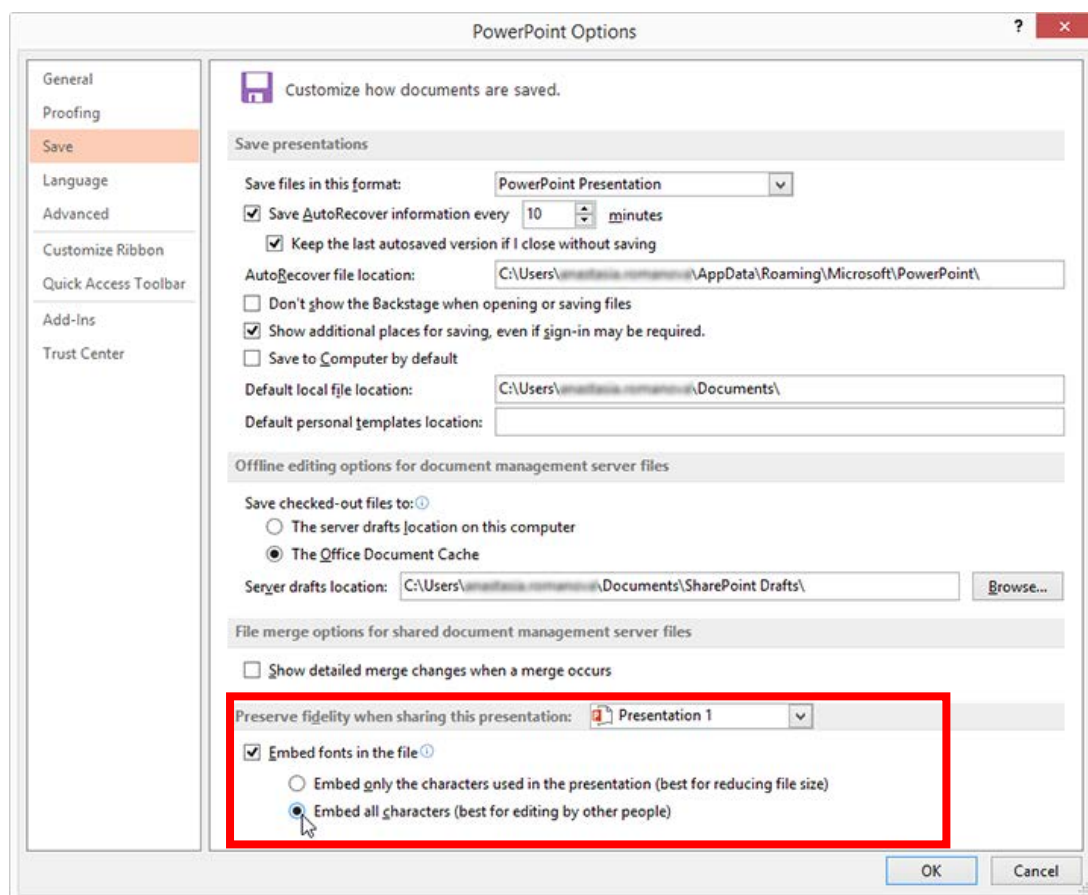
We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides. When using mathematical symbols please use those available under Latin fonts (unicode or DOS: Western Europe).

To embed your font into your PowerPoint presentation:

1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that 'Embed fonts in the file' and 'Embed all characters' are both selected.
4. Click 'Okay' and then save the presentation.

Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

For a step by step video on how to embed your fonts, please [click here](#).



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

Internet access will be limited from the presentation computer. Please have all your videos and fonts 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.

Session Details - Check Ahead

Please visit the Conference website well ahead of time to confirm details of your session within the Conference Program.

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 allocated 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.

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 mins with 5 mins question and answer time. Please check your email to confirm your presentation 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.
- Microphones will be on at all times. There is no need to switch them on.

Session Room Set Up

Please be seated in the seats in the session room from where you will be called to the lectern in sequence by the Chair.

Should you have any additional needs or accessibility requirements, please advise as soon as possible so that appropriate arrangements can be made.

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 IADR ANZ 2023 Conference a success.
If you require further assistance, please contact the Conference Managers at:

Arinex
Suite 22.01, 44 Market Street
Sydney NSW 2000
+61 2 9265 0700
[iadranz2023@arinexgroup.com](mailto:iadrnz2023@arinexgroup.com)