



Oral Guidelines

Prepared by the Australasian College of Dermatologists ASM Conference Office

Think Business Events

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Introduction

The ASM Committee thanks you for presenting at the upcoming Australasian College of Dermatologists Annual Scientific Meeting at PCEC, Perth from 11 May – 13 May 2024.

This document has been prepared to assist you with planning a successful presentation for the ASM. Although you may be an experienced speaker, we have a range of tools and features that you can use to leverage your presentation or session.

Should you have any questions about the requirements outlined in this document please do not hesitate to contact the ACD ASM Office at acdasm@thinkbusinessevents.com.au

Checklist

Please refer to the checklist below:

	Due date	Complete
If required, request any additional AV requirements via email acdasm@thinkbusinessevents.com.au	19/04/2024	
Upload PowerPoint. Link to upload will be provided in the first week of May.	02/05/2024	
Please see the speaker's prep room at least 2 hours before your session to ensure your PowerPoint is in working order. Bring your PowerPoint presentation on a USB as a backup.		

About your presentation

Presentation length

Your total presentation time is dependent on how long the chair has allocated for you. Please refer to online program for your allocated presentation length.

<https://acdasm.com.au/program/>

All sessions will start and end on time, and this will be strictly enforced by the session chairs. Timing devices will be used to show you when your time limit is approaching and when you must stop speaking. Please ensure you familiarise yourself at the ASM with how this device will indicate your time limit.

Note: Please ensure that your presentation does not go over your allotted time, as every minute that you go over your maximum presentation time is a minute less for other presenters.

Presentation Upload

Please upload your PowerPoint to the below link by 5:00 PM AEST 2/5/2024.

Link to upload - <https://form.jotform.com/240717231758862>

Audio Visual (AV)

All rooms will be set up in theatre style seating, and contain the following AV:

- Lectern
- Microphone
- Timing Device

- Fold back monitor
- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote mouse (with laser pointer), computer audio and a **16:9** projection screen. This equipment is controlled from a central point, please ensure you have checked in to the speaker preparation area.

To request requirements beyond the standard audio-visual equipment provided, including internet, please email your request to acdasm@thinkbusinessevents.com.au by 19/04/2024. Requests cannot be guaranteed and will not be considered after this date.

Images and video clips

Presenters are encouraged to use images in their presentations, where relevant, however it is the presenters' responsibility to ensure they have the relevant copyright to use the images in their presentations.

If your presentation includes any online video playback requirements (e.g. YouTube) please go to speaker preparation room, at least 2hrs prior to your session time, and the technician will aim to download video and embed into your presentation to ensure simpler playback procedure.

Presentation format

The ASM audio visual will use Microsoft Office PowerPoint, in 16:9 format.

Any video clips within your presentation are to be in either AVI or WMV format playable in PowerPoint. Please check that the video has been tested with an AV technician before your session to ensure it loads quickly enough during the presentation.

If your presentation was created on a MAC and converted to run on a PC, you must convert your files (e.g. QuickTime etc.) to AVI or WMV files. Please test it before you come to the ASM. Make sure that the hyperlinks still function.

If you require assistance with the file conversion, please send a request to acdasm@thinkbusinessevents.com.au

As presentations will be screening from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture toolbar.

Handouts

If you wish to provide materials for delegates at the ASM, you need to bring these with you as there will be no photocopying facilities available onsite.

On ASM Day

Please familiarise yourself with the following information prior to arriving onsite, to ensure you have everything you need and ensure you have a smooth ASM experience.

Key information

Date: Saturday 11 May 2024 – Monday 13 May 2024

Venue: Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth WA 6000

What to bring

1. Copy of your PowerPoint presentation file (.ppt) on a USB

Save a copy of your PowerPoint presentation onto a USB and bring with you to the ASM.

2. Handouts

If you are providing handouts you will need to pre-print and bring them along as photocopying facilities will not be available onsite.

Speaker preparation room

An AV technician will be available in the speaker preparation room to upload your presentation onto the system if you have not uploaded it via the link provided. **All presenters are required to check in to the speaker preparation room at least two hours prior to their session or the day before** to allow time to ensure their presentation can be opened and uploaded onto the ASM AV network.

The Speaker Preparation Room will be located on level 1 in the Speakers Prep Lounge and will be opening during the following times:

Saturday 11 May	7:00 AM – 5:00 PM
Sunday 12 May	7:30 AM – 5:00 PM
Monday 13 May	7:30 AM – 2:00 PM

Your session

Please be at the **appointed session room at least 15 minutes before the beginning of your session** to meet with the Session Chair and confirm how the session will run. You may want to:

- Learn how to use the AV equipment
- Familiarise yourself with the timing equipment
- Discuss how the question time will be handled
- Discuss how and when to distribute handouts (if you have brought any with you)

Arriving early to your session gives you the best chance to feel comfortable with the ASM space, presentation technology and management of the session.