



# Registrar Presenter Guidelines

Prepared by the Australasian College of Dermatologists ASM Conference Office

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*passionate about conferences*

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## Introduction

The ASM Committee thanks you for presenting at the upcoming Australasian College of Dermatologists Annual Scientific Meeting at the Brisbane Convention and Exhibition Centre (BCEC) from 31 May – 2 June 2025.

This document has been prepared to assist you with planning a successful registrar 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](mailto:acdasm@thinkbusinessevents.com.au).

## Checklist

Please refer to the checklist below:

	Due date	Complete
If required, request any additional AV requirements via email - Evan Gruber <a href="mailto:evan@glidingwingsproductions.com.au">evan@glidingwingsproductions.com.au</a>	18/04/2025	
Register and pay to confirm your participation in the program.	22/04/2025	
Save a copy of your PowerPoint presentation onto a USB and bring with you to the ASM to upload on the laptop provided before your session begins.		

## About your Presentation

### Presentation Length

Your total presentation time is dependent on your presentation type and is outlined below:

Presentation type	Presentation
Oral Registrar Presentation	6 mins to present + 2 mins for questions

**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.

### Audio Visual (AV)

The space will be set up in theatre style seating, and contain the following AV:

- Lectern
- Microphone
- Timing Device
- Screen

To request requirements beyond the standard audio-visual equipment provided, including internet, please email your request to [acdasm@thinkbusinessevents.com.au](mailto:acdasm@thinkbusinessevents.com.au) by 18/04/2025. 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 2 hours 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](mailto:acdasm@thinkbusinessevents.com.au).

As presentations will be screened 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 31 May 2025 – Monday 2 June 2025

**Venue:** Brisbane Convention and Exhibition Centre  
Merivale St, South Brisbane QLD 4101

**Registration Desk:** The Registration Desk will be located on the Ground Floor of BCEC at the main entrance (on the corner of Merivale St and Glenelg St), Brisbane.

On arrival at the ASM, please collect your badge from the registration desk. Friendly staff will be on hand during opening hours to answer your questions and provide information about the ASM, venue and surrounds.

## 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.

## Your Session

Please be at the **registrar theatre** 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:

- Upload your presentation and test it to the laptop provided.
- 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.