



Oral Guidelines

Prepared by the Australasian College of Dermatologists ASM Conference Office

Think Business Events

Level 1, 4 Anderson Street
Port Melbourne VIC 3207, AUSTRALIA

Phone: +61 2 8815 8181

Email: acdasm@thinkbusinessevents.com.au

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Introduction

The ASM Committee thanks you for presenting at the upcoming Australasian College of Dermatologists Annual Scientific Meeting at Melbourne Convention and Exhibition Centre (MCEC) from 16 May to 18 May 2026 (ASM 58).

The ASM is a professional, education-focused meeting designed to support the exchange of ideas, the presentation of high-quality scientific content and the advancement of dermatology. College is committed to creating a welcoming environment in which all presenters, delegates and contributors can participate fully. As part of this commitment, we ask all presenters to be mindful of diversity and inclusion in delivering the content, examples and interactions, ensuring that every attendee feels respected, supported and able to engage openly with the program throughout the meeting.

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:

Details	Due date	Complete
Register and pay to confirm your participation in the program.	19/03/2026	<input type="checkbox"/>
If required, request any additional AV requirements via email – acdasm@thinkbusinessevents.com.au	10/04/2026	<input type="checkbox"/>
Upload your PowerPoint via https://form.jotform.com/260667870602865	01/05/2026	<input type="checkbox"/>
Visit 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.	At least 2 hours before your session	<input type="checkbox"/>

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 link below by **5:00 PM AEST, 01/05/2026**.

[ACD ASM 2026 - Presentation Upload Link](#)

Audio Visual (AV)

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

- Lectern
- Microphone
- Timing Device
- Fold-back monitor
- Data projection equipment including a 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 at least 2 hours before your session to ensure your PowerPoint is in working order.

To request requirements beyond the above standard audio-visual equipment provided, including internet access, please email your request to acdasm@thinkbusinessevents.com.au by 10/04/2026. 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 the speakers' preparation room at least 2 hours prior to your session time, and the technician will aim to download the video and embed it into your presentation to ensure a simpler playback procedure.

Presentation Format

The ASM audiovisual 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 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 on-site.

On ASM Day

Please familiarise yourself with the following information before arriving on-site.

Key Information

Dates: Saturday 16 May 2026 – Monday 18 May 2026
Venue: Melbourne Convention and Exhibition Centre (MCEC)
1 Convention Centre Pl, South Wharf VIC 3006

Registration Desk: The Registration Desk will be located on the Ground Floor of MCEC near the main entrance (on Convention Centre Place), Melbourne.

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 (.pptx) 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 by 01/05/2026. **All presenters are required to check in to the speaker preparation room at least two hours before their session or the day before** to ensure their presentation can be opened and uploaded onto the ASM AV network.

The Speaker Preparation Room will be located on the Ground Level in Courtyard Room 1 and will be open during the following times:

Saturday 16 May	7:00 AM – 5:00 PM
Sunday 17 May	7:00 AM – 5:00 PM
Monday 18 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.