



Incorporating the Australian Society for Parasitology (ASP) Annual Conference 2016 and Zoonoses 2016 Conference

SPEAKER BRIEFING NOTES

The Scientific Program Committee for the International Congress for Tropical Medicine and Malaria 2016 (ICTMM 2016) welcome your contribution to the Congress program.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided to you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Congress

All presenters are required to register and pay for the Congress prior to arriving onsite. To register, please visit <http://tropicalmedicine2016.com/registration> and complete the online registration form.

Onsite at the Congress

Speakers will need to collect their delegate materials at the registration desk when they first arrive at the Congress. From there you will be directed to the Speaker Preparation Room where you must check in with the audio visual technicians and upload your presentation.

The Registration Desk is located in the Great Hall Foyer at the Merivale Street entrance to the Brisbane Convention & Exhibition Centre. The desk will operate during the approximate times below:

Sunday 18 September 2016	1400 - 1900
Monday 19 September 2016	0700 - 1730
Tuesday 20 September 2016	0700 - 1730
Wednesday 21 September 2016	0700 - 1730
Thursday 22 September 2016	0700 - 1300

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located in Room M10 on the Mezzanine level of the Brisbane Convention & Exhibition Centre. Please refer to the venue floor plan which will be included in the Congress Program Handbook that you will receive upon registering.

The speaker preparation room will be open during the following times:

Monday 19 September 2016	0630 - 1700
Tuesday 20 September 2016	0700 - 1630
Wednesday 21 September 2016	0700 - 1630
Thursday 22 September 2016	0700 - 1100

All oral speakers are asked to load/check their presentation **at least 2 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians.

POWERPOINT PRESENTATIONS

Please ensure your presentation is in **16:9** size scale. To adjust your presentation, please follow these steps:

1. In PowerPoint 2003 choose 'File' → Page setup. In PowerPoint 2007/2010 choose the 'Design' Tab then click the 'Page Setup' button. In PowerPoint 2013/2016 choose 'Design' → slide size.
2. In the drop down box, select the correct size scale for your presentation.

If you are using an alternative program to create your presentation, the size scale setting can usually be found under 'Page Setup'. Please notify the technician in the Speakers Preparation Room if you have used an alternative program to ensure this is compatible.

If you have any questions in regards to this process please email us as soon as possible via tropicalmedicine2016@arinex.com.au.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every room at the Congress:

- Projection screen and data projector
- One lectern with presentation computer with Windows OS
- Microphone attached at the lectern.

Overhead and Slide Projection will not be available.

Internet access will be available from the lectern at a very slow speed. This means that viewing websites will be possible, however playing videos directly from the internet will require a dedicated connection.

Should you require additional equipment or internet capabilities it is essential that you contact the Congress Managers to discuss your requirements. In some instances, internet content is restricted through the venue's internet server. If you require access to particular websites during your presentation, please discuss the requirements with the Congress Managers in advance. We will try to accommodate requests, however this cannot be guaranteed.

A technician will be available to handle any problems that may arise on the day.

SESSION DETAILS - CHECK AHEAD

Please visit the [Congress website](#) to ensure confirm your session time within the Congress program. The Program is subject to change so please ensure you check any changes on the 'Program Changes' board located at the registration desk onsite or refer to the most up to date program on the website.

TIME ALLOCATION

The length of your presentation time is outlined in the program; this allocation includes question and answer time with the delegate audience.

In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The session chairperson 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 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.

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 the chairperson to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

SPEAKER PROCEDURES

There will be an AV technician in constant attendance within the venue. Following is a brief explanation of the audio visual procedures onsite at the Congress:

- Your presentation will be available via the laptop at the lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible.
- Keep track of time. Please be aware of what warnings your session chairperson will give you about your presenting time and when these will occur.

LANGUAGE

Please note that the official Congress language is English. **All presentations must be made in English.**

**Thank you for your help in making the
International Congress for Tropical Medicine and Malaria 2016 a success.**

International Congress for Tropical Medicine and Malaria 2016

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