

ORAL PRESENTATION GUIDELINES

The Australian and New Zealand Society for Immunology Local Organising Committee welcomes your contribution to the Annual Scientific Meeting 2022.

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

Registration Details

Prior to the Meeting

All presenters are required to register and pay for the Meeting. If you have not yet registered, please visit asi2022.org/registrations/ and complete the registration form.

Onsite at the Meeting

Presenters must visit the registration desk at the Melbourne Convention and Exhibition Centre (MCEC) when first arriving at the Meeting, to collect your name badge.

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

Tuesday 29 November 2022 0700 – 1800 AEDT
Wednesday 30 November 2022 .. 0730 – 1800 AEDT
Thursday 1 December 2022 0730 – 1800 AEDT
Friday 2 December 2022.....0800 – 1530 AEDT

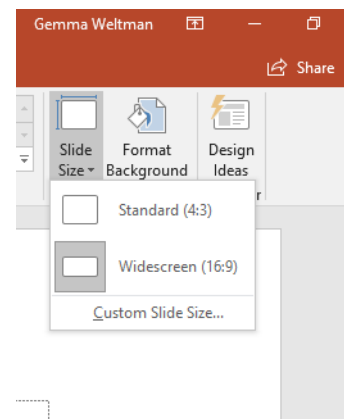
PowerPoint Presentations

Oral presenters are required to bring their presentation on a USB to the Meeting and to visit the speaker preparation room **at least 4 hours prior** to the allocated presentation time. This is to ensure your presentation is uploaded and tested.

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 Meeting.

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 2013/2016 choose the “design tab” then click on the “slide size” button.
2. In the drop-down box, select “Widescreen (16:9)”.



You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

Embed Your Fonts

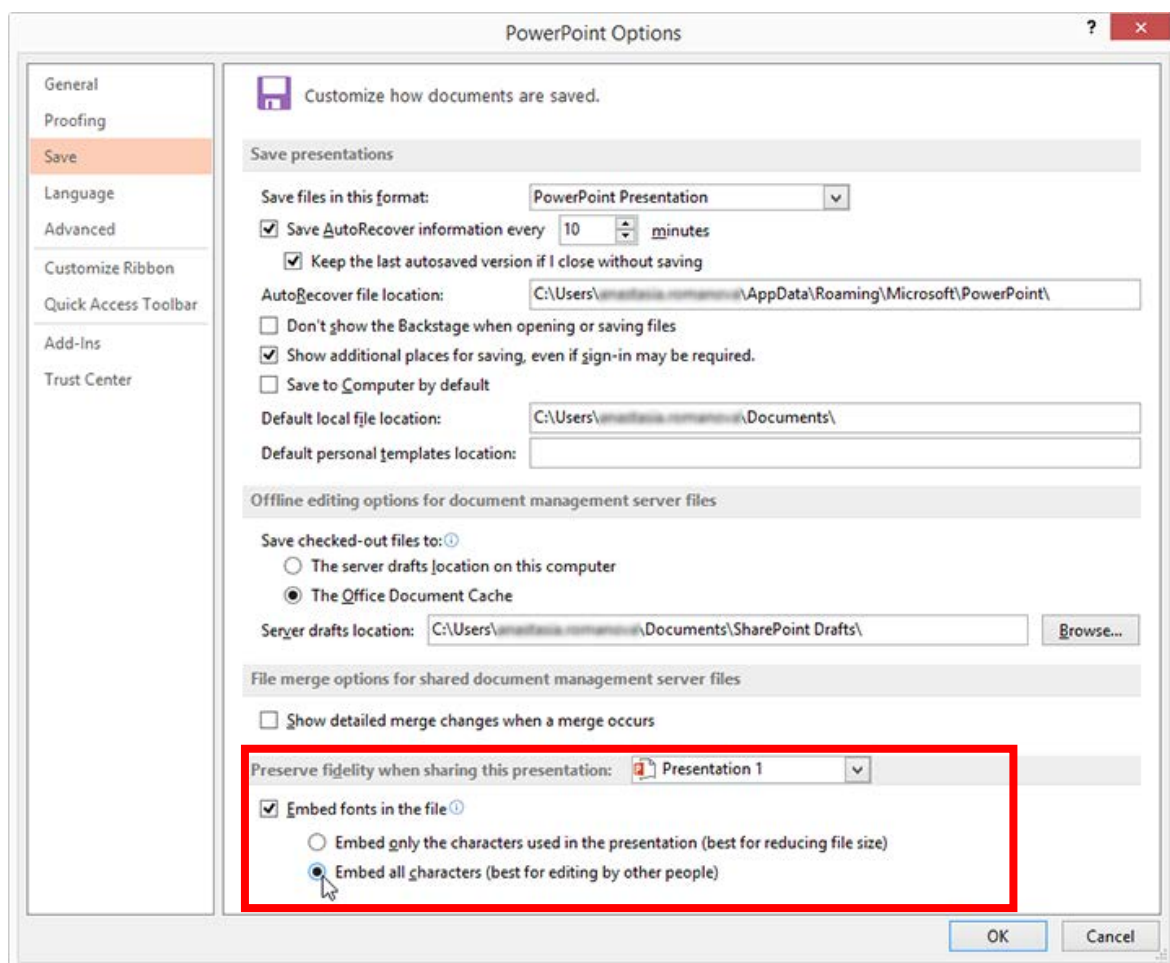
We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

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](#).





Speaker Preparation Room

The Speaker Preparation Room is located at the venue's dedicated Speaker Room 101 on Level 1 of MCEC.

The Speaker Preparation Room will be open during the following times:

Tuesday 29 November 2022 0700 – 1800 AEDT
Wednesday 30 November 2022 .. 0730 – 1800 AEDT
Thursday 1 December 2022 0730 – 1800 AEDT
Friday 2 December 2022.....0800 – 1530 AEDT

Please note, these times are estimates and are subject to change closer to the Meeting.

At the Speaker Preparation Room, you will be able to prepare for your presentation, make final changes to your presentation on available computer stations, be able to view how the presentation area will be set up and receive demonstrations on use of the equipment.

All oral presenters are asked to load/check their presentation **at least 4 hours prior** to their session commencing to ensure the presentation is checked and tested.

Audio Visual Equipment

The following audio-visual equipment will be in every room at the Meeting:

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Microphone and lectern

Internet access will be available 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 Meeting Managers to discuss your requirements. We will try to accommodate requests; however, this cannot be guaranteed.

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

Session Details - Check Ahead

Please visit the Meeting website well ahead of time to confirm details of your session within the Meeting Program. The Program is subject to change so please ensure you check the Meeting App.

Time Allocation

Please prepare a **7-minute presentation**. Your presentation will be followed by 2 minutes of question-and-answer time for a total of 9 minutes. Please ensure that you keep to your allotted 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.

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 presenters, 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. 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 at all times. 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. While this is being done you should continue with your presentation.

Session Room Set Up

There will be reserved seating for you at the front of the room for the duration of the session. You should be seated in the reserved seats from where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

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

Awards

The announcement of award recipients will take place during the closing ceremony of the Meeting on **Friday 2 December 2022 from 1630 AEDT in Plenary 1.**

Language

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

If you require further assistance, please contact the Meeting Managers at:
Email: asi2022@arinex.com.au **Phone:** +61 3 8888 9500

Thank you for your help in making the 50th Annual Scientific Meeting of the Australian and New Zealand Society for Immunology 2022 a success!