



Top Paper Presenter Guidelines

Prepared by the XXVII IFSO World Congress Office

Think Business Events

Phone: +61 3 9417 1350

Email: ifso@thinkbusinessevents.com.au

thinkbusinessevents
passionate about conferences

Introduction

The Congress Committee thanks you for presenting at the upcoming IFSO World Congress at MCEC, Melbourne from 3 – 6 September, 2024.

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

Checklist

Please refer to the checklist below:

	Due date
If required, request any additional AV requirements via email ifso@thinkbusinessevents.com.au	20/08/2024
Upload PowerPoint presentation to: https://form.jotform.com/241898003522859	20/08/2024
Copy your PPTX file to a USB and bring with you to Congress	3-6 September, 2024

Top Paper Presenters - Presidential Session

Presentation length

You will have a **maximum of 10 minutes** including question time.

Time will be STRICTLY adhered to with a warning bell and your presentation time slot ending at exactly **10 minutes**.

If you go over time, your presentation will be stopped to make way for the next presenter.

All sessions will start and end on time, and this will be strictly enforced by the session chairs and technical team.

Top Papers Presenters – Top Papers Session

Presentation length

You will have a **maximum of 8 minutes** including question time.

Time will be STRICTLY adhered to with a warning bell and your presentation time slot ending at exactly **8 minutes**.

If you go over time, your presentation will be stopped to make way for the next presenter.

All sessions will start and end on time, and this will be strictly enforced by the session chairs and technical team.

Presentation format

The Congress will use Microsoft Office PowerPoint, in **16:9 format**.

Presentations using *Keynote* on a MAC **will not** be used in any room. If your presentation was created on a MAC computer and converted to run on a PC please let us know when you upload your presentation to our portal in the notes section.

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

Presentation Upload

Please upload your PowerPoint presentation to the below link by **20 August 2024**, following the instructions:

<https://form.jotform.com/241898003522859>

You will also be requested to confirm your agreement that, on behalf of all co-authors, you give permission for IFSO to record the presentation and have it available on the IFSO website or use for educational purposes.

PowerPoint Template and Conflict of Interest Disclosure

Please ensure you use the IFSO PowerPoint Template file, part of the template is the Conflict of Interest Slide, please ensure this is filled out and is part of your PowerPoint slide pack. Please click her for Powerpoint Template <https://ifso2024.org/speakers-guidelines/>

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 to see your slides
- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, remote mouse (with laser pointer), computer audio and a **16:9** projection screen.

Please ensure you have checked in to the Speaker Preparation Room and submitted your presentation. You will NOT be able to upload your presentation in the session room.

To request requirements beyond the standard audio-visual equipment provided, including internet, please email your request to ifso@thinkbusinessevents.com.au by 20 August. 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.

On Congress Day - Key information

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

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 as a backup even though you have submitted to us via the portal.

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 check and verified by you.

The Speaker Preparation Room will be in **Meeting Room 205 on Level 2 of MCEC** and open during the following times:

Tuesday 3 September	1:00 PM – 5:30 PM
Wednesday 4 September	7:00 AM – 5:30 PM
Thursday 5 September	7:00 AM – 5:30 PM
Friday 6 September	7:00 AM – 4:30 PM

Your session

Please be at the **appointed session room at least 10 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 space, presentation technology and management of the session.

Further enquiries

IFSO Congress Office: Think Business Events

Email: ifso@thinkbusinessevents.com.au

Phone: +61 3 9417 1350