



GUIDELINES FOR ORAL PRESENTATIONS

Format

- Oral sessions will be made up of 10 or 15 minute slots. Please check your timing and allow 2 minutes for questions within your allotted time.
- Acceptance of your abstract is taken as confirmation of your agreement to have your abstract published in the Conference collateral and official journal of ACPSEM and AFOMP.

Preparation of Presentation Slides

- The first slide of your presentation is required to be your Disclosure Statement. Please select the ONE disclosure slide that is appropriate and insert this slide into your presentation. [Click here to download the EPSM and AOCMP Disclosure slides](#)
- The screens and projectors are optimised to deliver images in the 16:9 ratio therefore we advise that you prepare your template in this format.
- For Powerpoint users go to Design in the top toolbar and click on 'Page Setup'. In 'Slides sized for' choose 'On-screen show (16:9)' and hit OK.
- For Keynote users you'll be prompted to pick a theme template when opening a new presentation. From 'Slide Size' choose one of these resolutions in pixels: 1280 x 720 or 1920 x 1080 (Full HD).
- If your work has been presented previously, this must be disclosed at the start of your oral presentation. You must include information about where and when the work was presented, and whether there was any source of funding or conflict of interest.

Speaker Preparation Room

The Speaker's Preparation Room (Mount Newman Room) will be open at the following times:

Monday 28 October 0730 - 1630
Tuesday 29 October 0800 - 1630
Wednesday 30 October 0800 - 1630

Please bring your presentation to the Speaker's Preparation Room at least 2 hours prior to your session. We recommend bringing two copies on separate memory sticks.

The venue rooms are equipped with a technician's laptop and data projector and you will have the choice of a lectern or lapel microphone. If you require any other equipment, please advise us on epsm@theconferencecompany.com.

Queries

If you have any queries please contact:

The Conference Company
Email: epsm@theconferencecompany.com
Tel: From Australia 1800 193405 (free call) or +64 9360 1240