Speaker Briefing Notes

The Scientific Committee welcomes your contribution to ASMMIRT 2016. In order to ensure your presentation runs smoothly, a number of services and facilities will be provided. Please take the time to read these briefing notes ahead of the conference, as they will be of great assistance in ensuring a satisfying presentation experience.

Before the Conference

Audio Visual Equipment

Each session room will be set up with the following equipment:

- PC Computer with Windows 8 and Office 2013 (PowerPoint 2013)
- Lectern and fixed lectern microphone
- Lapel microphone system
- Presentation controller (includes laser pointer and slide advancer)
- Internet connection

Presentation preparation

Presentations can be prepared using the following applications:

- Microsoft PowerPoint 2013
- Prezi
- Other – please consult conference organisers prior to the conference to confirm suitability

If you have to use a mac for your presentation, you will be required to bring your mac to the venue along with a compatible VGA adaptor and you will be able to connect to the VGA cord at the lectern.

Presentations should be prepared with the screen aspect ratio of 16:9.

Presentation Formats

"Say it in 7"

- 7 minutes (7 minutes presentation, no question time)

15 minute presentation

- 15 minutes (up to 12 min presentation, 3 minute question time)

30 minute presentation

- 30 minutes (up to 25 min presentation, 5 minutes question time)

Conference App

You will be sent an invitation to download the official ASMMIRT 2016 app and update your profile next week. It is recommended that you upload a photo in the app so it can enhance networking opportunities.

At the Conference

Registration

On arrival, please complete registration formalities at the Registration and Information Desk located at the Merivale Street entrance to BCEC. It is important that you arrive and register **at least 2 hours prior to your presentation time**, preferably earlier. If for any reason you are delayed or unable to present, please call the AIR conference management team and advise us of your situation. This will allow us to make the necessary adjustments. Please phone **07 3308 3540** and speak with someone at the ASMMIRT registration desk.

Your session time is included in the final conference programme. You will find this information located within the official conference app, the conference handbook and on the conference website www.asmmirt.com.

Venue

All conference sessions will be held within the Brisbane Convention and Exhibition Centre. Please refer to the conference website for full venue details.

Speakers' Preparation Room

Upon registration, all speakers will be directed to the Speakers' Preparation Room located on the Mezzanine level at the BCEC (Room M10 – map provided at the end of this document). All presentations must be submitted and uploaded to the ASMMIRT 2016 conference presentation system. Audio visual technicians (from BCEC) will be available to assist you with this process. Please have your presentation available on a USB stick. Five speaker preparation room computers are available for refining presentations.

As a speaker, you are responsible for your own material. Presentations must be loaded correctly and checked into the Speakers' Preparation Room **at least two hours prior to the commencement of your session.**

The Speakers' Preparation Room will be open and staffed at the following times:

Thursday 21 April   1200 - 1900

Friday 22 April   0700 - 1900

Saturday 23 April   0730 - 1700

Sunday 24 April   0730 – 1200

Speaker waiver form

All scientific sessions (except for the Breakfast sessions) will be recorded and available for viewing in the Webcasting hubs at the Wiley Booth in the Exhibition Hall during the open times of the Exhibition. Webcasting will also be available through the conference App. All speakers are required to fill out a waiver form. This waiver form will offer presenters the choice of having their presentation made available through the AIR website/s and/or Medical Radiation Learning Online (MRLO). Speakers also have the option to decline having their presentation available after the conference.

During your session

Session Format, Chairperson and Set Up

It is important for you to familiarise yourself with your session room set up prior to your session. You should also visit the session room and meet your Chairperson 20 minutes prior to the commencement of your session. The room allocated for each session is indicated in the ASMMIRT 2016 Scientific Programme and on the map at the end of this document.

The Chairperson will introduce speakers using the biographical notes provided by you. If you were not the person who initially put the abstract in – we may not have received a bio from you. If this is the case please talk to your session chair about some words to introduce you with. The Chairperson will serve as a moderator during question time and maintain time schedules. In the interest of the smooth running of the conference, it is *essential* speakers keep to their allocated time.

Keeping to time

To assist you to keep track of your time, there will be a timer positioned at the lectern showing you how much time is left in your presentation. It also has a yellow warning light on the counter informing you when there are 2 minutes left, and a red light when your time is up. The last one minute will countdown on the timer in seconds. If you go over time with your presentation, this time will be taken out of your question and answer time. Please be respectful of the chair, the audience and other speakers and make sure you do not run over time. Please note there will be different timers for the student conference.

Your session chair will show this to you and advise you when you have 2 minutes left in your presentation.

A number of speakers are allocated to each session. As a courtesy, all speakers are requested to be in attendance for the whole session. Speakers will be introduced in the order in which they appear in the Conference Programme.

Question and Answer

Question and Answer time has been incorporated into your allocated presentation time (except for "Say it in 7" presentations).

Audio Visual Technicians

Audio visual technicians will be available during presentation times. There will be one technician per two breakout rooms, and one for the plenary room (Great Hall). If you are experiencing difficulties please advise your session chair and the Audio visual technicians will be notified and come to assist.

Each speaker is responsible for advancing his/her own slides during their presentation, via the mouse, wireless remote / laser pointer or laptop which will be positioned at each lectern. In concurrent session rooms (M1-M4 and P1-P2) a laptop will be at the front of each room and will also be the monitor you can look at your slides on for prompts etc. (please note, presenter view will not be available, so we advise printing out any notes and referring to those). It is strongly suggested that you have a USB drive copy of your presentation in the room just in case there are any difficulties. If you are not familiar with this equipment, visit your session room early for assistance well ahead of your presentation.

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

Thank you again for being a vital part of the ASMMIRT 2016 conference. We wish you all the best for a successful presentation and an enjoyable conference experience.
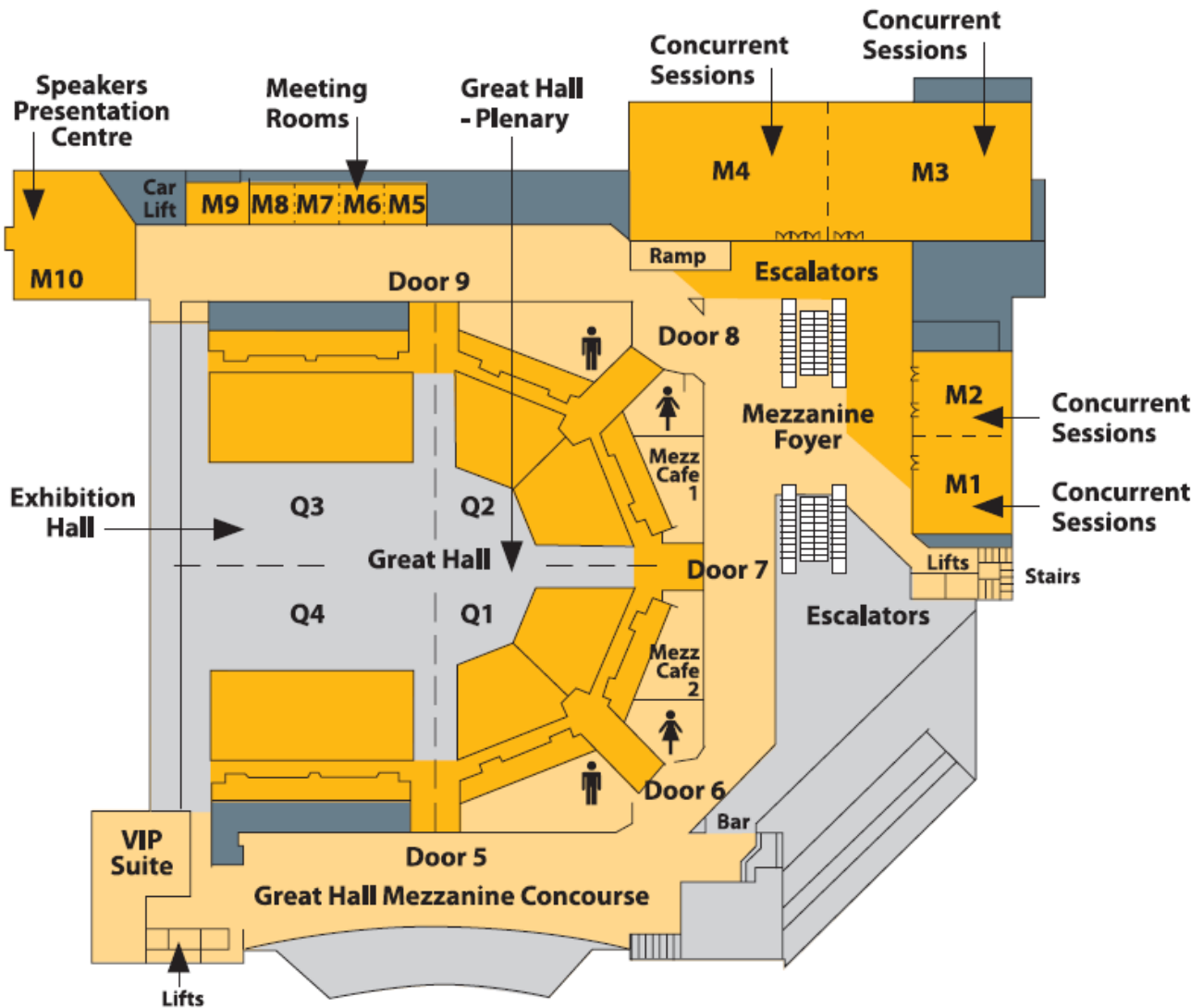

Best regards

The AIR Conference Team

on behalf of the ASMMIRT 2016 Conference Committee

E: conferences@air.asn.au

Venue Map – BCEC Mezzanine

Venue Map – BCEC Plaza