Speaker briefing notes

The Conference Committee welcomes your contribution to ASMIRT/NZIMRT 2025. 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:

- Computer with Office 365 / PowerPoint 365 (this will work with earlier versions of Office / PowerPoint also)
- Electronic lectern with an additional laptop showing your presentation in Presenter View
- Fixed lectern microphone
- Presentation controller (includes laser pointer and slide advancer)
- Internet connection

You will have an opportunity to familiarise yourself with the lectern and AV available when meeting your Session Chair and the AV Tech in your session room, at least 15 minutes before your session starts.

Presentation preparation

Presentations can be prepared using the following applications:

- Microsoft PowerPoint 365 and previous versions
- Other – please consult conference organisers prior to the conference to confirm suitability.

If you must use your own laptop for your presentation, you will be required to bring your laptop to the venue along with a **HDMI adaptor** (we will not have adaptors available). Please ensure you let the AV Technicians in the speaker preparation room and your session room know you are using your own laptop prior to your session.

- **Presentations should be prepared with the <u>screen aspect ratio of 16:9</u>**
- **You are able to use videos in your presentation. Audio from the video will be available through the laptop**
- **Any videos should be embedded in the presentation not as a separate link**
- **If you are using custom fonts, you will need to bring the custom font with you**
- **Please advise us ASAP if you are planning on using a format which is not .ppt. Email conferences@asmirt.org with 'presentation format' in the title letting us know which format you plan on using**
- **We recommend being familiar with your presentation, so in the possible case of technical problems, you will still be able to complete your presentation without your slides if needed.**

Presentation Formats

15 minute presentation

- 15 minutes (up to 11 min presentation, 3 minutes question time, 1 minute for intro)

30 minute presentation

- 30 minutes (up to 24 min presentation, 5 minutes question time, 1 minute for intro)

Conference App

You will be sent an invitation to download the official ASMIRT/NZIMRT 2025 app and update your profile prior to the conference. Details for downloading the app will be sent to you closer to the conference date. In the meantime, you may log back into the Abstract Portal and update your profile. It is recommended that you upload a photo in the app so it can enhance networking opportunities.

Social Media

We encourage all presenters to promote their involvement in ASMIRT/NZIMRT 2025 on social media using the Social Media frame. Please click this link to access the frames and instructions for use.

At the Conference

Venue

All conference sessions will be held within the Adelaide Convention Centre, North Terrace, Adelaide SA. - https://www.adelaidecc.com.au/ . Please refer to the conference website for full venue details.

Registration

On arrival, please complete registration formalities at the Registration Self Check-in located in the foyer of the Adelaide Convention Centre. It is important that you arrive and register **at least 3 hours prior to your presentation time**, preferably earlier. If for any reason you are delayed or unable to present, please contact the events team on **08 8210 6609** or email conferences@asmirt.org or approach the ASMIRT/NZIMRT 2025 Inquiries Desk to advise us of your situation. This will allow us to make any necessary adjustments.

Your session and presentation time is included in the final conference program. You will find this information located within the official conference app, in the conference pocket handbook and on the conference website conference.asmirt.org/nzimrt2025/wp-content/uploads/2025/02/ASMIRT2025_program_V2.pdf

Speakers' Preparation Room

Upon registration, all speakers will be directed to the **Speakers' Preparation Room**. Visit the Inquiries Desk for directions. All presentations must be submitted and uploaded to the ASMIRT/NZIMRT 2025 conference presentation system. Audio visual technicians will be available to assist you with this process. Please have your presentation available on a USB stick and in hard copy format in the event that your presentation has difficulties in being displayed on the screens. We recommend that you bring

a backup on a separate USB stick and email it to your personal email account for downloading. It is recommended that you bring your own laptop for refining your presentations as limited laptops will be available in the speaker preparation room.

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

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

Thursday 27 March   0800 - 1800
Friday 28 March   0700 - 1800
Saturday 29 March   0700 - 1800
Sunday 30 March   0700 - 1300

During your session

Session Format, Chair and Set Up
It is important for you to familiarise yourself with the room set up and the equipment being used, prior to your session. You should visit the session room and meet the AV Technician and your Chair 15 minutes prior to the commencement of your session. The room allocated for each session is indicated in the ASMIRT/NZIMRT 2025 Scientific Program.

The Chair will introduce speakers using the biographical notes provided by you at the time of your abstract submission. Updates to biographies should be sent to the ASMIRT Events Team well in advance of the conference to ensure the latest version is captured in the Chair Notes. The Chair 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. You may even hear a bell sound at the two-minute mark – this will be confirmed when you meet before the session. 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.

Several 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 Program.

Question and Answer
Question and Answer time has been incorporated into your allocated presentation time.

Audio Visual Technicians

Audio visual technicians will be available during presentation times. If you are experiencing difficulties, please advise your session chair or audio-visual technician.

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. 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.

Thank you again for being a vital part of ASMIRT/NZIMRT 2025 conference. We wish you all the best for a successful presentation and an enjoyable conference experience.

Kind regards

ASMIRT Events Team
on behalf of the ASMIRT/NZIMRT 2025 Conference Committee
E: conferences@asmirt.org
W: conference.asmirt.org/nzimrt2025/