



GUIDELINES FOR CONCURRENT ORAL PRESENTERS

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- The audio visual company at Crown Convention Centre recommends presenters utilise the 16:9 aspect ratio of PowerPoint for oral presentations. See the [NAHC website](#) for downloadable 16:9 PowerPoint template and some handy tips and tricks for designing your widescreen presentation
- Please bring your presentation files and any imbedded audio/video files with you to the conference on a USB. When you arrive to register at the venue you will be directed to the Speakers Preparation Room, where an AV technician will load your presentation on to a central computer. The technicians will network it to the appropriate room and session
- You will not require your laptop. The only exception being if you are using a Mac or a specific or uncommon program; do not forget your VGA dongles and Mac adaptors. Any laptops/devices must be presented to the onsite technicians on arrival. If you are an international delegate, please remember to bring any required adaptors
- Please go to your session room 10 minutes prior to the start time to meet the session chair and familiarise yourself with the room and audio visual setup
- Please be seated in the front row so that you can move to the lectern quickly at the end of the previous presentation
- There will be AV technicians roaming between the session rooms to trouble shoot technical issues as they arise
- During your presentation, please keep a strict eye on the time. Extended Orals have a 30 minute allocation, *including* 5 minutes for questions. Standard Orals have a 15 minute allocation, *including* 3 minutes for questions. We do not want to embarrass you however session chairs have been instructed to end all presentations after the allocated time, even if you are not finished, in order to keep the program to time

Photocopying

There are limited facilities for photocopying at the venue. We suggest you bring a copy of your slides and any handouts with you (if desired). You can expect to have anywhere from 30 - 80 attendees attending the session.