



## Guidelines for Oral Presentations

The **DAA 2019 Conference Scientific and Social Program Committee** welcomes your contribution to the 2019 Conference. In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

### Time Allocated

The DAA Scientific and Social Program Committee is in the process of finalising the scientific program and you will be advised in the coming weeks the session time allocated to you. You have been allocated 12 minutes (10 minutes presentation plus 2 minutes for question and answer time). As a courtesy to your fellow speakers, please ensure that you keep to your assigned time frame. Question and answer time has been incorporated into your allocated presentation time.

Your chairperson will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, please keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

### Registration Details

#### Prior to the Conference

All presenters are required to register and pay for the Conference. If you have not done so already, please visit <https://daa2019.com.au/registration> and complete the registration form.

#### Onsite at the Conference

If you have any queries regarding the program or your presentation, please visit the registration desk located on the **Ground floor of the Gold Coast Convention and Exhibition Centre (GCCEC)**. The desk will operate during the following times:

Sunday 11 August 2019 ..... 1500 - 1800  
Monday 12 August 2019 ..... 0630 - 1730  
Tuesday 13 August 2019 ..... 0630 - 1730  
Wednesday 14 August 2019 ..... 0730 - 1530

*Please note, these times are estimates and are subject to change closer to the Conference.*

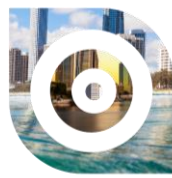
### Speaker Preparation Room

The Speaker Preparation Room is located in **Organiser Office One** on the **Ground floor** of the Gold Coast Exhibition and Exhibition Centre.

The Speaker Preparation Room will be open during the following times:

Monday 12 August 2019 ..... 0800 - 1730  
Tuesday 13 August 2019 ..... 0800 - 1630  
Wednesday 14 August 2019 ..... 0800 - 1330

*Please note, these times are estimates and are subject to change closer to the Conference.*



All oral speakers are asked to load their presentation **at least 2 hours prior** to their session commencing to ensure the presentation is checked and tested by the audio visual (AV) technician. You will be briefed on how to use this system when you meet with the AV technicians.

## Audio Visual

The following Audio-Visual equipment will be in every room at the Conference:

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Microphone attached to the lectern

**Internet access will not be available from the presentation computer. Please have all your videos embedded into your presentation.**

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. We will try to accommodate requests, however this cannot be guaranteed.

A technician will be available to handle any problems that may arise.

## Presentations

Presentations can be provided in the following formats:

- Microsoft PowerPoint - please ensure your PowerPoint Presentations are sized as **Widescreen (16:9)** rather than Standard (4:3). See below for how to adjust slide size.
- Online presentations such as Prezi, Sway, and Google Slides – please ensure your online presentation is available for public view.

### Microsoft PowerPoint

Speakers are asked to bring their presentation on a USB Memory Stick to the conference. Should your presentation be in MAC format, it is imperative that this be converted to PowerPoint format prior to arrival at the conference.

### Adjusting your PowerPoint slide size

To fit the projector and avoid black edges on your PowerPoint slides, please ensure your PowerPoint Presentations are in **Widescreen (16:9)**. To adjust your presentation, please follow these steps:

In PowerPoint 2003 Choose File → Page setup. In the drop down box, select "On-screen Show (16:9)", then click "OK"

In PowerPoint 2007/2010 choose the "Design" Tab then click the "Page Setup" button. In the drop down box, select "On-screen Show (16:9)", then click "OK"

For more recent versions of PowerPoint, choose the "Design" tab then click on "Slide Size" and choose "Widescreen (16:9)"

## Speaker Procedures

Following is a brief explanation of the audio visual procedures onsite at the Conference:

- Upon arrival at the Conference, all speakers are required to check-in at the registration desk to collect their name badge and other related materials. From there you will be directed to the Speaker Preparation Room to hand in your presentation and/or review your upload with the AV technician.
- Please assemble in your session room at least 10 minutes prior to the start of the session. This will allow time for the chairperson to liaise with the speakers.



## **MORE THAN MEETS THE EYE**

Dietitians Association of Australia 36th National Conference

Gold Coast, 12-14 August 2019

- Your presentation will be available at the lectern. If you are not familiar with the equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- In the unlikely event of a technical problem, there will be an AV technician at the technical help desk located in the **Organiser Office One** on the **Ground floor**.
- The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- Keep track of time. The chairperson will time all presentations and will provide you with warnings as you approach your time limit. It is essential that speakers keep to the Program timetable.

### **Declaration of Interest**

Any conflicts of interest must be disclosed. Financial relationships with industry such as consultancies, either directly or through an immediate family member are considered conflicts of interest. All financial support for the work must be acknowledged as part of the presentation.

You must also declare/acknowledge to delegates any funding support or programs that you are associated with e.g. a hospital weight loss program etc.

### **Session Room Set Up**

Speakers are requested to sit at the front of the room for the duration of the session where you will be called to the lectern in sequence by the chairperson. Delegates will be seated in theatre style.

### **Awards**

Please note, if you have nominated your presentation for consideration of a Conference award, the announcement of winning presentations will take place during the closing of the Conference on Wednesday 14 August 2019.

### **Social Media**

If you have a professional social media account e.g. on Facebook, Twitter, Instagram – please include your details on your presentation slides.

**Thank you for your help in making the Dietitians Association of Australia 36<sup>th</sup> National Conference 2019 a success.**

**For further details or assistance, please contact the Conference Managers.**

**Dietitians Association of Australia – 36<sup>th</sup> National Conference Managers  
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