



## HITH 2023 ASM Oral Presentation Guidelines

### Audiovisual Set up

Your presentation session will have data projection, lectern & microphone, and a clicker to advance your slides. Your presentation will be run from a computer at the AV control desk at the rear of the room. A foldback monitor in front of the stage will allow you to view your presentation, showing what is on the main screen. It will not be able to run in notes mode. A timer on the foldback monitor will show the remaining time for your presentation. Please stick strictly to your allocated time. Presenters will not be able to present from their own laptop on the stage.

### Speaker Requirements Form

Oral presenters are required to complete a Speaker Requirements Form. Please complete and return the form by **27 October 2023** to allow us to finalise your requirements as soon as possible. Please note that your PPT should be created in 16:9 format.

### Presentation Details

A speaker preparation room will be available in Suite 1. The presentation must be brought to the conference on USB approximately 4 hours prior to your presentation. The hours of operation for speaker prep will be:

Thursday 16 November 7am - 5pm;

Friday 17 November 7am - 2pm.

The conference AV Technician will check all presentations and ensure they are available in the room at the time you are presenting.

As a speaker we ask that you come to your session room at least 15 minutes prior to the start of your session. As a number of speakers are allocated to each session, all speakers are requested to be in attendance for the whole session.

Please register at the registration desk and collect your name badge prior to moving to the session room. Registration will be located outside the main session room, Ballroom A for the majority of the conference excluding during the welcome reception.

Please find guidelines listed below in relation to your presentation:

1. The timing allocated for your presentation has been advised and is available in the program. Please allow time for Q&A during this time allocation. For proffered paper presentations these are strictly **20 minutes** in total. Please allocate about 15 minutes for your speech/presentation and 5 minutes for question and answer from the audience at the conclusion of your presentation. It is very important that you do not go over your allocated time slot. Q&A will operate with microphones in the session room.
2. Please keep your introduction / literature review to a minimum and focus on the presentation of the results / discussion / conclusion.
3. We strongly recommend rehearsing your presentation at a local forum for purposes of clarifying timing and to ensure you feel confident presenting to and taking questions from an audience.

Presenters of accepted abstracts (oral and poster) are required to register and pay the Conference registration fee prior to the Earlybird Registration deadline of **11:59pm 15 September 2023**.