

# Hospital in the Home ASM 2023 – Presenter form

Deadlines: 27 October 2023: Please return this form On-site: Submit your presentation Form to be sent to <u>conference@hithsociety.org.au</u>

Presenter full name	
Mobile number for onsite contact	
Presenter signature	

### 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.

Please create your presentation in widescreen (16:9) format (please view next page for information).

#### **Presentation details:**

My presentation was originally created on a	PC – PowerPoint	Apple Mac		
My presentation will contain embedded audio	Yes	🗌 No		
My presentation will contain embedded video	□ <sub>Yes</sub>	No		
My presentation will need access to the Interne	t 🗌 Yes	No		
Please tick if you:				
<b>Do not</b> have an illustrated presentation (i.e. no PowerPoint slides, video etc.)				

#### **Other requirements**

Please provide details of other specific requirements for your session or presentation



# **Presentation availability**

I give permission for my presentation as a PDF to be made available on the Hospital in the Home Society website after the Conference.



## **Presentation format**

All presentations need to be provided in 16:9 (widescreen) format.



To change to 16:9 format in PowerPoint, click on the <u>Design</u> tab, select <u>Slide Size</u> and select <u>Widescreen (16:9)</u>.

