HITH 2024 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

Prior to the conference, you must complete the online Speaker Requirements form. This would have been sent to you in your original speaker requirements email. Please complete this form by **COB Friday 25 October 2024** to allow us to finalise your AV requirements as soon as possible. Please note that your PPT should be created in 16:9 format.

The speaker requirements form asks for your permission to share your presentation with HITH Society members, post-conference. The HITH Society greatly appreciates the sharing of your work. If we do not receive the completed permission, we will consider this approval to be shared. Please note it is possible to submit a redacted set of pdf slides if there are one or two that cannot be shared.

Presentation Details

A speaker preparation room will be available in the Tuscan Room on the Ground floor of the Sydney Masonic Centre. 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 14 November 7am - 5pm; Friday 15 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 in the Marble Foyer on Level 1 of the Sydney Masonic Centre.

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. Q&A will operate with microphones in the session room or may be run within the App.
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 13September 2024**.