



INFORMATION FOR INTERACTIVE DEMONSTRATION PRESENTERS

CONFERENCE OFFICE

Think Business Events
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passionate about conferences

INTRODUCTION

The Conference Committee thanks you for presenting at the upcoming Asia Pacific Autism Conference, 7 – 9 September 2017 at the International Convention Centre (ICC) Sydney.

This document aims to provide you with some assistance and guidance on planning for your presentation.

Please note that all presenters must register in order to be able to present.

PRESENTATION LENGTH

Type	Presentation	Questions and Answers
Interactive Demonstration	20 minutes	Please note that your 20 minutes includes question time

Note: please ensure that your presentation does not go over your allotted time, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, we ask that all presenters be respectful towards their fellow session presenters.

By keeping your presentation interactive it will give the audience a chance to ask questions and delve deeper into the material that you are presenting.

All sessions will start and stop on time, and this will be strictly enforced by the session chairs.

PRESENTATION SET UP

The Interactive Demonstration area will be set up in the foyer space on Level 3, so as to allow informal and dynamic engagement with your session. Theatre style seating will be provided for the delegates, with plenty of space for standing as well.

It will be set up with Data Projection facilities, including lap top and screen should you want to include a PowerPoint as part of your presentation. A hand held or lapel microphone will be available.

An AV technician will be available to help you set up your presentation directly onto the laptop provided. Otherwise you may seek assistance at the Speaker Preparation Room in Room C3.2 on Level 3.

The Chair will be enforcing the 20 minute timeline strictly, so you will need to ensure that you are able to get across your most important message within this timeframe.

Your presentation will start as indicated on the program, so please ensure that you are set up and ready to go at this time. At the end of your session, there is time allowed for you to pack down AND for the next presenter to set up, so please be mindful of these time constraints.

AUDIO VISUAL

Each session room will be set up with theatre style seating. Standard equipment will include:

- Trestle at front of space
- Lapel microphone
- Laptop equipped with Microsoft Office PowerPoint, computer audio and a LCD screen.

Any requirements beyond the standard audio visual equipment provided, please email your request to Greg Sharp gregs@thinkbusinessevents.com.au by Monday 21 August 2017. Requests cannot be guaranteed but cannot be accommodated after this date.

NOTE: Internet will be available in the session rooms from the PC provided.

PRESENTATION FORMAT

The Conference audio visual will use Microsoft Office PowerPoint.

Screen size ratio is **16:9**. This is a setting in Microsoft PowerPoint, but to check when setting up your document, click on 'Design' tab, and then click 'Page Setup'. In 'Page Setup', under 'Slides sized for', select "On Screen Show 16:9"

Any video clips within your presentation are to be in either AVI or WMV format playable in PowerPoint. Please check that the video has been tested before the presentation to ensure it loads quickly enough during the presentation.

If your presentation was created on a MAC and converted to run on a PC, you must convert your files (eg. Quicktime etc) to AVI or WMV files. Please test it before you come to the conference. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR).

If you require assistance with the file conversion, please send request to apac17@thinkbusinessevents.com.au

As presentations will be screening from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.

Be sure to save the multimedia files on the same memory storage device as your presentation. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.

Images & Video clips

Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the copyright to use the images in their presentations.

Any video files will need to be in the same folder as the PPT to work simultaneously.

Please refer to the guidelines attached for code of conduct when using images.

SENDING YOUR PRESENTATION FILE IN ADVANCE

The AV support team at the International Convention Centre (ICC) Sydney will handle all audiovisual requirements for the Asia Pacific Autism Conference. We will send contact information out closer to the time.

WHAT TO BRING ON THE CONFERENCE DAY

What?	Comment
Copy of your PPT file on a USB	Please label it with your name, presentation and session title. NB. Even if you upload your presentation via the link provided prior to the conference, please also bring a back up copy with you on the day.
Handouts	If you wish to give handouts to conference participants, they will be your responsibility to provide. There will be limited photocopying and printing facilities available at the venue.

SESSION RECORDING

EverTechnology has been appointed to provide a recording service for the delegates you will be presenting to at the Conference. Please read the [online form outlining the terms and conditions](#), at the end of this form you will be asked to give your permission to record your presentation.

If you have any questions about this, please contact the conference office by email at gregs@thinkbusinessevents.com.au.

ACCEPTABLE LANGUAGE / CODE OF CONDUCT

Please refer to the attached **guidelines on acceptable language** and the use of images when preparing your presentation including your PowerPoint slides.

SESSION CHAIRS

Please be at the Level Three Foyer **at least 10 minutes before your session** to meet with the session chair and discuss with the chair and fellow presenters how the session will run. You will have 10 minutes to set up your presentation before your allocated time begins. If your presentation is the first one in your session please set up in the break prior.

RESOURCES AND HANDOUTS

If you wish to provide materials for delegates at the conference, you need to bring these with you. You will also need to bring all resources to support your Interactive Demonstration. Please refer to page two to see what will be provided under "Presentation Setup".

PROGRAM

The program is available on the [APAC 2017](#) website. Please review the program for more details about your session date and time, and other presenters in the same session.

We ask that you please check that your name, organisation, presentation title and abstract are correct. If there are any changes, please advise the conference office **by Monday 17 July 2017** at gregs@thinkbusinessevents.com.au.

SCHEDULING CONFLICTS

Please contact the conference office immediately to advise of any conflicts in scheduling. Requests for changes must be made in writing and as soon as possible.

Note: All requests will be forwarded to the program committee for due consideration, but we cannot guarantee that a change can be made once the program is finalised.

WITHDRAWAL POLICY

If you choose to withdraw your presentation, please inform the conference office **in writing** immediately. The designated contact person is responsible for notifying all co-presenters and co-authors about the presentation being withdrawn.

NOTE: A withdrawn presentation will not be reinstated.

TRAVEL VISAS

If travelling internationally to APAC 2017 please visit the Australian Government website to review the Visa requirements – [Department of Immigration and Border Protection](#).

If any entry visa is required, please allow sufficient time for the application procedure. We recommend that you allow at least twelve weeks prior to the start of the conference. This process may take longer in certain countries so we therefore suggest that you contact your nearest Australian Embassy or Consulate to determine the appropriate timing of your application. We also recommend that you register and pay to attend the conference and present the confirmation documents when applying for a visa.

ON CONFERENCE DAY

VENUE

When: 7 – 9 September 2017

Venue: International Convention Centre (ICC) Sydney

Address: 14 Darling Drive, Sydney NSW 2009

Website: www.iccsydney.com.au

REGISTRATION & NAME BADGES

Registration Desk: The Registration Desk will be located on the Ground Floor of the International Convention Centre (ICC) Sydney, Eastern Foyer.

Opening Hours:

Wednesday, 6 September 2017	0800 - 1700
Thursday, 7 September 2017	0730 - 1830
Friday, 8 September 2017	0800 - 1700
Saturday, 9 September	0800 - 1600

On arrival at the conference, please collect your badge and other materials at the Registration Desk. Friendly staff will be on hand during opening hours indicated above, to answer your questions and provide information about the conference, venue and surrounds.

FURTHER INFORMATION

If you require any further information about registration, program or venue, please contact the Conference Office.

Think Business Events,

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