INFORMATION FOR LIGHTNING TALK PRESENTERS

CONFERENCE OFFICE

Think Business Events
Level 1 / 299 Elizabeth Street
Sydney, NSW 2000 Australia
Telephone: +61 2 8251 0045
Email: apac17@thinkbusinessevents.com.au

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
Lightning Talk	10 minutes	5 minutes to present and 5 minutes for discussion

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 to your 5 minute speaking allowance you 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 FORMAT

The purpose of the Lightning Talk presentation is to give you the opportunity to briefly tell delegates about your work. The room will be set up with data projector facilities and a microphone, so you have the option of including a PowerPoint of **no more than 2 slides**.

The Chair will be enforcing the 10 minute timeline strictly, so you will need to ensure that you are able to get across your most important message within this timeframe. Timing systems will be employed to help you keep to time. If you exceed your allotted time, the Session Chair may stand up and ask you to stop.

AUDIO VISUAL

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

· Hand held microphone

· Remote clicker to forward your slides

· Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, and a projection screen. Your presentation will be played from the lap top managed by the AV tech at the back of the room, so please DO NOT bring your own laptop.

If your presentation was created on a **MAC computer,** please see notes below.

There will be chairs set up on stage at the front of the room. You may be asked to sit there or in the front row of the audience. You may choose to stand up or present from your chair on the stage. There will not be a lectern in this room.

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 and will not be considered 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"

DO NOT include any video clips.

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.

MAC presentations
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

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

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located on Level 3 in Room 3.2 at the International Convention Centre (ICC) Sydney for the use of all presenters. Audio Visual support technicians will be available and computers supplied to allow presenters to preview or make finishing touches to their presentations.

All speakers are required to check in at the Speaker Preparation Room well before their session (recommended 2 hours prior or the day before). This will ensure their presentation can be

opened and loaded onto the conference computer system. All final adjustments can be made at this time and updated files can be re-submitted at this stage.

Technicians will also be available in all the rooms to assist speakers with their presentations if required.

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

Thursday, 7 September 2017   0730 - 1700
Friday, 8 September 2017   0730 - 1700
Saturday, 9 September   0730 - 1300

SPEAKER LOUNGE

This central hub, located in the exhibition area opposite booth 7, is designed for delegates to have access to presenters after their sessions, to ask questions and discuss topics raised during the presentation.

Hence we ask that in the catering break immediately following your presentation, that you make yourself available in the Speaker Lounge. This area will be furnished with comfortable chairs as well as tea and coffee, in order to create an environment conducive to informal networking.

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 appointed session room *at least 5 minutes before your session* to meet with the session chair. You may want to:

- Familiarise yourself with the timing system - A timing system will be used to help you finish your presentation on time. Please speak with your session chair about how this operates. All sessions will start and stop on time, and this will be strictly enforced by the session chairs.
- Discuss how and when to distribute handouts (if you have brought them with you)
- Update the chair on your biography if it has changed prior to your submission
- Familiarise yourself with the AV equipment
- Discuss how Q&A and discussion time will be managed
- For Lightning Talks the full biographies will not be read, but rather a brief introduction of name and affiliation. Please confirm these details with the Session Chair.

HANDOUTS

If you wish to provide materials for delegates at the conference, you need to bring these with you as there will be limited photocopying facilities at the conference.

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 minor 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 (Pre Conference Workshops 6 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,
Phone: +61 2 8251 0045   **Fax:** +61 2 8251 0097
Email: apac17@thinkbusinessevents.com.au   **Website:** www.apac17.org.au

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passionate about conferences