



# INFORMATION FOR 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](mailto:apac17@thinkbusinessevents.com.au)

**thinkbusinessevents**  
*passionate about conferences*

## INTRODUCTION

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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.

## WHAT TO DO BEFORE THE CONFERENCE

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Task	Due Date	Comment
Advise/Request special audio visual requirements to <i>Greg Sharp</i> <a href="mailto:gregs@thinkbusinessevents.com.au">gregs@thinkbusinessevents.com.au</a> <i>(Please review the standard inclusions before making requests)</i>	21 August 2017	Optional
<i>Please also bring your presentation on a USB stick to the conference</i>	Bring with you	

## ABOUT YOUR PRESENTATION

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Please refer to the program on the conference website to see when your presentation has been scheduled and how much time you have been allocated ... [www.apac17.org.au/program](http://www.apac17.org.au/program)

Some sessions will include a 10 minute question and answer time at the end. It is essential that all presenters keep to their allocated time, so that there is time at the end for question and answer. If you have any questions please email [gregs@thinkbusinessevents.com.au](mailto:gregs@thinkbusinessevents.com.au)

### Note:

- 1) You are expected to arrive at least five minutes prior to your scheduled session time to meet with the Chair of the session.
- 2) A timing system will be used to help you finish your presentation on time. Please speak with your session chair prior to the start of the session to familiarise yourself with the timing system. All sessions will start and stop on time, and this will be strictly enforced by the session chairs.

## AUDIO VISUAL

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

- Microphone at the lectern.
- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, computer audio and a projection screen. Your presentation will be played from the lap top provided in the room, so please DO NOT bring your own laptop.

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

There may be a panel table with chairs on stage at the front of the room, so you may be asked to sit there or in the front row of the audience.

*Any requirements beyond the standard audio visual equipment provided, please email your request to Greg Sharp [gregs@thinkbusinessevents.com.au](mailto: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

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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.

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

### **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](mailto:apac17@thinkbusinessevents.com.au)

If your presentation only runs on a MAC computer, or you wish to bring your own device, please contact [apac17@thinkbusinessevents.com.au](mailto: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.

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

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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

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What?	Comment
<b>Copy of your PPT file on a USB</b>	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.
<b>Handouts</b>	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.

## SPEAKER PREPARATION ROOM

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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 2017	0730 - 1300

## SPEAKER LOUNGE

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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

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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](mailto:gregs@thinkbusinessevents.com.au).

## ACCEPTABLE LANGUAGE / CODE OF CONDUCT

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

## SESSION CHAIRS

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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. If you exceed your allotted time, the Session Chair may stand up and ask you to stop.
- 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
- Learn how to use the AV equipment
- Discuss how Q&A and discussion time will be managed

## HANDOUTS

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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

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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](mailto:gregs@thinkbusinessevents.com.au).

## SCHEDULING CONFLICTS

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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.**

## TRAVEL VISAS

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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

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### VENUE

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**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](http://www.iccsydney.com.au)

### REGISTRATION & NAME BADGES

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**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

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

#### Think Business Events,

Level 1 / 299 Elizabeth Street, Sydney, NSW 2000 Australia

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**Fax:** +61 2 8251 0097

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