

## Presentation Guidelines – Oral and Poster for CASANZ 2011

### Oral Presentation Guidelines

Presentations should be a clear representation of the material accepted by the programme committee. Presenters should endeavour to communicate their work with coherence and clarity and be aware of the broad spectrum of delegate languages. Do not stifle your presentation with special effects and full paragraphs of text. Rehearse your presentation and take note of its duration. Please ensure that you save your presentation as a PowerPoint file format, this is the only file format that can be uploaded.

**Length:**

15 minutes plus an additional 3 minutes for Q & A. Language: English

**File Size:**

25MB maximum. Save as a .ppt file.

**Layout and Style:**

Microsoft PowerPoint 2003 slides (in landscape format only) should be used.

**Fonts:**

Standard fonts only, e.g. Times New Roman & Arial.

**Graphics:**

Size should be minimal (80 KB – 200 KB). JPEG format only.

**Movie Clips:**

Only if essential and small

**Audio:**

Only if essential and small

**Before the Conference:**

Presentations are required to be submitted to the conference organisers by 10<sup>th</sup> June to enable preloading of presentations. The only equipment permitted to be used will be that provided by the event's official audiovisual company. Presenters may not use their own equipment, this includes computers.

**At the Conference:**

If needed, updated versions of your PowerPoint file (as a .ppt file) on a CD-ROM or USB memory stick can be uploaded at the conference. Speakers are to meet with the session chair and audiovisual technician at the entrance to the session room 10 MINUTES BEFORE the session commences. At this time speakers can familiarise themselves with the room's equipment.

### Poster Presentation Guidelines

> **Tips for poster presentation**

**Size:**

Posters should not exceed 120 cm tall and 100 cm wide.

**Layout and Style:**

**Title** – The title should include author's names, affiliations and email address.

**Flow** –The flow of the chart should be clear and logical. Individual pages should be numbered.

**Type size** – Titles and headlines should be readable from 2 meters and text body should be readable from at least 1 meter.

**Handouts** - Ideally one-page handouts with overview of poster and contact details.

**Presenter** – Have a photograph of the first author with contact information on the poster.

**Register of Interest** – A sheet of paper for contact details of people who would like further information.

**Submission:**

At least one author of the poster should be present at the conference. Presenters should bring their posters with them to the conference where you will set up your posters according to the number previously given; materials will be available for you to do this. The posters will be dismantled by authors at an allotted time.

**Schedule** – Presenters presence at the poster is expected during the specific poster session scheduled period.