



ORAL PRESENTATION BRIEFING NOTES

The ICPS 2022 Organising Committee welcomes your contribution to the 2022 Conference.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these briefing notes in advance** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register for the Conference. If you have not registered, please visit <https://icps2022.org/registration/> and contact the Conference Managers for the promotional code for a discounted rate. Failure to register by **4 May** will result in your paper being removed from the program.

Onsite at the Conference

Speakers need to check in at the registration desk upon arrival at the Conference to collect your name badge. From there you will be directed to the Speaker Preparation Room where you must check in with the audio-visual technicians.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on Level 2 Meeting Room Foyer of the International Convention Centre Sydney (ICC Sydney).

Registration desk opening times:

Monday	27 June	11:00 – 18:30
Tuesday	28 June	07:30 – 18:30
Wednesday	29 June	07:30 – 17:30
Thursday	30 June	08:00 – 16:00

**Times are subject to change*

SPEAKER PREPARATION ROOM

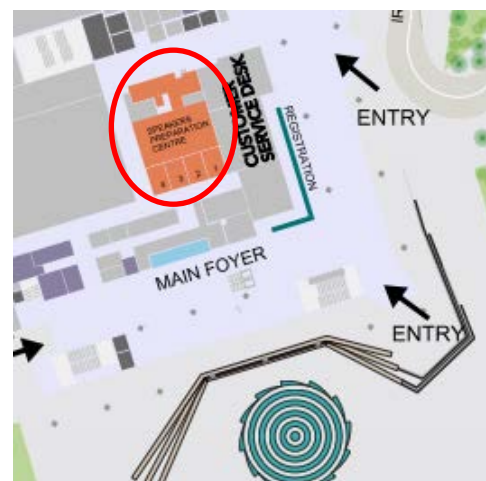
The Speaker Preparation Room is in Business Suite 2.3 on Level 2 of ICC Sydney. Please speak to the registration team to assist you to find the speaker preparation room.

The speaker preparation room will be open during the following times:

Monday 27 June	10:00 – 16:00
Tuesday 28 June	07:30 – 16:00
Wednesday 29 June	07:30 – 16:00
Thursday 30 June	08:00 - 13:00

**Times are subject to change*

All oral speakers are asked to load/check their presentation **at least 1 hour prior** to their session commencing to ensure it is checked and tested. You will be briefed on how to use the system when you meet with the audio-visual technicians in the Speaker Preparation Room. If you are presenting on days 2 & 3, please visit the Speaker Preparation Room the day prior if time permits.



AUDIO VISUAL EQUIPMENT

The following audio-visual equipment will be in every room at the Conference:

- Data projector and screen
- One presentation computer with Windows OS, Office 2007/2010 and Adobe Reader
- Microphone attached to the lectern

Overhead and Slide Projection will not be available.

Limited internet access will be available from the presentation computer. It is recommended any videos are embedded into your presentation.

Should you require additional equipment it is essential that you contact the Conference Managers as soon as possible to discuss your requirements. We will try to accommodate requests; however this cannot be guaranteed.

A technician will be available to handle any problems that may arise in the session room.

SESSION DETAILS - CHECK AHEAD

Please visit the Conference website well ahead of time to confirm details of your session within the Conference Program. The Program is subject to change so please ensure you are abreast of any amendments via the Conference mobile app.

TIME ALLOCATION

Individual oral presentations are allocated 12 minutes plus 3 minutes Q&A time. Please check the Conference Program to confirm your session time. In the interest of fellow speakers, you must keep to your allotted time frame.

The Chairperson will time your presentation and provide you with a warning at **2 minutes** remaining by showing you a yellow card. When time is up the Chairperson will show you a red card and you need to wrap up your presentation. We recommend you rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session fail to attend, please keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

SESSION VENUE – ARRIVE EARLY

Please assemble in your session room **at least 10 minutes prior** to the start of the session. Please introduce yourself to the Chairperson. This will allow time for the Chairperson to liaise with the speakers and explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

POWERPOINT PRESENTATIONS

Please note: Standard PowerPoint Presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides. **Please ensure your PowerPoint Presentations are in 16:9** and not 4:3. To adjust your presentation, please follow these steps.

1. In PowerPoint 2003 Choose File → Page setup. In PowerPoint 2007/2010 choose the “Design” Tab then click the “Page Setup” button.
2. In the drop-down box, select “On-screen Show (16:9)”
3. Note: Please aim to have a **maximum of 15 slides** to ensure you have time to discuss each slide within your presentation time.

If you have any questions in regard to this process, please email these directly to icps2022@arinex.com.au

SPEAKER PROCEDURES

- Microphones will be on at all times. There is no need to switch them on. Please do not switch them off.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. If a problem should arise, please continue with your presentation as there will not be additional time allocated.
- Keep track of time.

SESSION ROOM SET UP

There will be reserved seating for you at the front of the room for the duration of the session. You should sit in these reserved seats from where you will be called to the lectern in sequence by the Chairperson. Delegates will be seated in theatre style.

LANGUAGE

Please note that the official Conference language is English. **All presentations must be made in English.**

Thank you for your help in making ICPS 2022 a success.

For further details or assistance, please contact the Conference Managers:

ICPS 2022 Conference Managers
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Sydney, NSW 2000
Phone: +61 2 9265 0700
Email: icps2022@arinex.com.au