

**ISCB ASC 2018
26-30 August 2018
Melbourne Convention and Exhibition Centre, Melbourne
www.iscbasc2018.com.au**

GUIDELINES FOR CONTRIBUTED ORAL PRESENTATIONS

The joint International Society for Clinical Biostatistics and Australian Statistical Conference 2018 Organising Committee welcomes your contribution to the 2018 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 guidelines ahead of time** to ensure your presentation is successful.

If you can no longer attend the Conference, please notify the Conference Managers as soon as possible via email at iscbasc2018@arinex.com.au.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay to attend the Conference. We strongly encourage your registration prior to the early bird deadline on **Thursday 31 May 2018**. If your registration is not received by **Friday 29 June 2018**, your paper may be withdrawn from the program. If you have not done so already, please visit www.iscbasc2018.com/registration/ and complete the registration form.

Onsite at the Conference

Please visit the **registration desk** located in the **Main Foyer 3** on the **ground floor** of the Melbourne Convention and Exhibition Centre (MCEC) to register and collect your name badge.

If you have any queries regarding the conference or your presentation, please ask at the **registration desk**. The desk will operate during the following times:

Monday 27 August 20180800 – 1730
Tuesday 28 August 20180800 – 1730
Wednesday 29 August 2018.....0800 – 1730
Thursday 30 August 2018.....0800 – 1730
Please note that times are subject to change

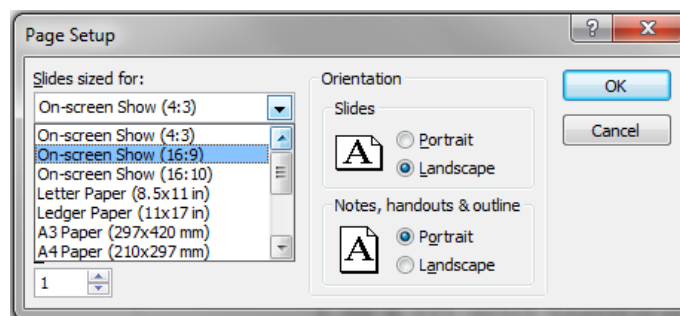
PRESENTATIONS

Presentations can be provided in Microsoft PowerPoint or as a PDF.

Speakers are advised to bring their presentation on USB Memory Stick to the Conference. Please be aware that the conference venue will be using PCs. Therefore, if your presentation has been prepared on a Mac we recommend converting your presentation to PDF.

Please note: for speakers using PowerPoint, 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 select File → Page setup. In PowerPoint 2007/2010 select the "Design" Tab then click the "Page Setup" button.
2. In the drop-down box, select "On-screen Show (16:9)"



In PowerPoint 2013 and PowerPoint 2016 the default slide size is 16:9. However if you want to check, select the “View” Tab then click “Normal”. Then select the “Design” Tab and click “Slide Size” in the customize group. Then click “Widescreen (16:9)”. PowerPoint might then prompt you with the option to either “Scale” or “Don’t Scale”. Choosing “Scale” will decrease or increase the size of your slide content, however when scaling to a smaller slide size, this may make your content appear smaller. Choosing “Don’t Scale” maintains the size of your slide content, however this might result in your content not fitting on the slide.

If you have any questions regarding this process, please email these directly to iscbasc2018@arinex.com.au.

SPEAKER PREPARATION ROOM

Presentations should be uploaded in the **Speaker Preparation Room**, which is located in **Meeting Room 215** on the **Second Floor** of the MCEC.

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

Monday 27 August 20180800 – 1700
 Tuesday 28 August 20180800 – 1700
 Wednesday 29 August 2018.....0800 – 1700
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All speakers giving oral presentations are asked to load their presentation onto the network from the Speaker Preparation Room **at least 3 hours prior** to their session commencing to ensure their presentation is checked and tested. You will be briefed on how to use the system by the audio-visual technicians in the Speaker Preparation Room. Please note that no changes can be made to your presentation after it has been loaded onto the network.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every room at the Conference:

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013 and Adobe Reader
- Microphone attached to the lectern

Internet access will not be available from the presentation computer.

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

A technician will be available prior to and during your presentation to handle any problems that may arise.

SPEAKER PROCEDURES

- It is important to introduce yourself to the session chair before the commencement of your session.
- Oral Presentations have been allocated a **15-minute** time slot which includes a 12 minute presentation and 3 minutes for questions.
- Your presentation will be available via the electronic lectern. If you are not familiar with the equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- Always remember to **speak into the microphone**; do not turn away to look at the projector screen as you will not be heard.
- In the unlikely event of a technical problem, there will be a technician available in each room who will attend to it. The problem will be fixed as quickly as possible. While the problem is being fixed you should continue with your presentation if possible.
- Session chairs will keep track of time and will provide a warning after 10 minutes have elapsed, then again after 12 minutes have elapsed. Your presentation will be stopped after 15 minutes.
- Please note that some delegates will be active on social media and may take pictures of you and your slides during your presentation. If you are not comfortable with this, please advise the audience prior to commencing your presentation.

SESSION ROOM SET UP

Delegates will be seated in theatre style in all of the conference rooms.

There will be reserved seating for you at the front of the room for the duration of the session. You should sit in the reserved seats and the session chair will call you to the lectern when it is time for your presentation.

LANGUAGE

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

Thank you for your help in making the ISCB ASC 2018 Conference a success.

For further details or assistance, please contact the Conference Managers at iscbasc2018@arinex.com.au.

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