

**ISCB ASC 2018  
26 – 30 August 2018  
Melbourne Convention and Exhibition Centre  
[www.iscbasc2018.com.au](http://www.iscbasc2018.com.au)**

**GUIDELINES FOR KEYNOTE AND INVITED SPEAKERS**

The Joint International Society for Clinical Biostatistics (ISCB) and Australian Statistical Conference (ASC) 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.

**REGISTRATION DETAILS**

**Prior to the Conference**

While registration for keynote and invited speakers is complimentary, all presenters are required to register for the Conference. If you have not done so already, please visit [www.iscbasc2018.com/registration/](http://www.iscbasc2018.com/registration/) and complete the registration form using the promotional code that was emailed to you by the Conference Managers. Please contact the Conference Managers [iscbasc2018@arinex.com.au](mailto:iscbasc2018@arinex.com.au) if you would like us to resend your promotional code. If, for any reason, you are no longer able to make it to the conference, please notify the Conference Managers as soon as possible via email at [iscbasc2018@arinex.com.au](mailto:iscbasc2018@arinex.com.au).

Please note that all visitors to Australia must have a valid visa to travel to and enter Australia. It is strongly recommended that Australian visa applications are lodged at least two months prior to departure from your point of origin. Welcome letters can be requested by emailing the Conference Managers following completion of Conference registration. For more information from the Australian Immigration Office regarding visa applications please follow [this link](#).

**Onsite at the Conference**

Upon arriving at the Conference, please visit the **registration desk** located in **Main Foyer 3** on **the ground floor** of the Melbourne Convention and Exhibition Centre (MCEC) to collect your name badge and other related materials. The registration desk will operate during the following times:

Monday 27 August 2018 .....0800 – 1730

Tuesday 28 August 2018 .....0800 – 1730

Wednesday 29 August 2018.....0800 – 1730

Thursday 30 August 2018 .....0800 – 1730

*Please note that times are subject to change*

Registration will also be available on **Sunday 26 August 2018** on **Level 1 Foyer** of the MCEC in close proximity to Meeting Rooms 107 to 112.

From the registration desk you will be directed to the **Speaker Preparation Room** where you can upload your presentation.

If you have any queries regarding the conference or your presentation, please ask at the **registration desk**.

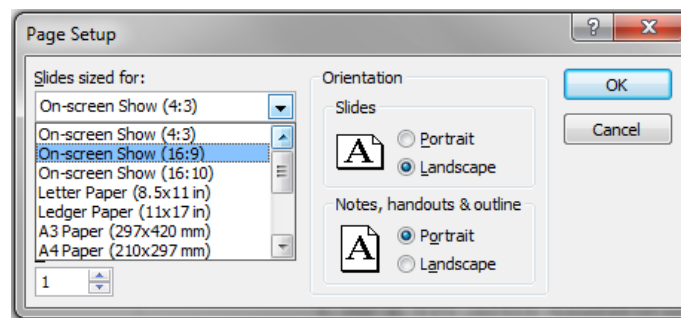
**PRESENTATIONS**

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: 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](mailto:iscbasc2018@arinex.com.au).

## SPEAKER PREPARATION ROOM

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

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

Monday 27 August 2018 .....0800 – 1700  
 Tuesday 28 August 2018 .....0800 – 1700  
 Wednesday 29 August 2018.....0800 – 1700  
 Thursday 30 August 2018 .....0800 – 1700  
*Please note that times are subject to change*

All speakers are asked to load their presentation onto the network from the Speaker Preparation Room **at least 30 minutes 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, 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 as soon as possible 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.

## SESSION DETAILS

Your session time and duration within the Conference program has been confirmed to you by the Conference Managers. Please contact the Conference Managers ([iscbasc2018@arinex.com.au](mailto:iscbasc2018@arinex.com.au)) or visit the Conference website [www.iscbasc2018.com/program/](http://www.iscbasc2018.com/program/) if you would like to reconfirm the details of your session time. Please allow 5-10 minutes for discussion at the end of your presentation.

The program is subject to change, but if any change is considered to your session time the Conference Managers will consult with you.

Please arrive at your session room **at least 10 minutes prior** to the start of the session and introduce yourself to the session chair before the commencement of the session. This will allow time for the Chair to explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

## SPEAKER PROCEDURES

- 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 present in each room who will attend to the problem. The problem will be fixed as quickly as possible. While the problem is being addressed, you should continue with your presentation if possible.
- Session chairs will keep track of time and will provide a warning 10 minutes, 5 minutes and 1 minute before the end of your allocated time slot.
- 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](mailto:iscbasc2018@arinex.com.au).**

Joint International Society for Clinical Biostatistics and Australian Statistical Conference 2018 Managed by Arinex Pty Ltd

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