

2016 Gold Coast Health and Medical Research Conference

Translational Research for the Prevention of Chronic Disease



1-2 December
2016
QT Hotel
Gold Coast

SPEAKER BRIEFING NOTES

The Organising Committee for the **Gold Coast Health and Medical Research Conference 2016 (GCHMRC 2016)** welcome your contribution to the Conference program.

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

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for the Conference prior to arriving onsite. To register, please visit <http://gchmrc2016.com/registration/> and complete the online registration form.

Onsite at the Conference

Speakers will need to collect their name badge at the registration desk when they first arrive at the Conference. From there you will be directed to the Speaker Preparation Room where you must check in with the audio visual technicians and upload your presentation.

The Registration Desk located at the QT Ballroom Foyer at the functions entrance to QT Hotel. The desk will operate during the following times:

Thursday 1 December 2016	7.30am – 6.00pm
Friday 2 December 2016	7.30am – 2.00pm

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located in the Business Centre on the first level of the QT Hotel and will operate during the following times:

Thursday 1 December 2016	7.30am – 5.00pm
Friday 2 December 2016	7.30am – 1.00pm

All speakers are asked to load/check their presentation **at least 2 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians.

POWERPOINT PRESENTATIONS

Please ensure your presentation is in **16:9** size scale. 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. In PowerPoint 2013/2016 choose 'Design' → slide size.
2. In the drop down box, select the correct size scale for your presentation.

If you are using an alternative program to create your presentation, the size scale setting can usually be found under 'Page Setup'. Please notify the technician in the Speakers Preparation Room if you have used an alternative program to ensure this is compatible.

AUDIO VISUAL EQUIPMENT

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

- Projection screen and data projector
- One lectern with presentation computer with Windows OS
- Microphone attached at the lectern.

Overhead and Slide Projection will not be available.

Internet access will be available from the lectern at a very slow speed. This means that viewing websites will be possible, however playing videos directly from the internet will require a dedicated connection.

If you wish to incorporate videos into your presentation, please download and save the video to your presentation and ensure you check with the AV technician prior to your presentation to ensure that the video will play.

Should you require additional equipment or internet capabilities, it is essential that you contact the Conference Managers to discuss your requirements. In some instances, internet content is restricted through the venue's internet server. If you require access to particular websites during your presentation, please discuss the requirements with the Conference Managers in advance. We will try to accommodate requests, however this cannot be guaranteed.

SESSION DETAILS - CHECK AHEAD

Please visit the [Conference website](#) to confirm your session time within the Conference program. The Program is subject to change so please ensure you check any changes on the 'Program Changes' board located at the registration desk onsite or refer to the most up to date program on the website or the Conference App.

TIME ALLOCATION

The length of your presentation time is outlined in the program; this allocation includes question and answer time with the delegate audience.

In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The session chairperson will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, 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. This will allow time for the chairperson to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

SPEAKER PROCEDURES

There will be an AV technician in constant attendance within the venue. Following is a brief explanation of the audio visual procedures onsite at the Conference:

- Your presentation will be available via the laptop at the lectern. If you are not familiar with this 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.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible.
- Keep track of time. Please be aware of what warnings your session chairperson will give you about your presenting time and when these will occur.

LANGUAGE

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

**Thank you for your help in making the
Gold Coast Health and Medical Research Conference 2016 a success!**

GCHMRC 2016 Conference Managers

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