**Presentation Guidelines for in-person speakers**

* All presentations should be sent **24 hours before presenting** via the upload link
* In the case where a presenter is not able to do so, they can upload their presentation 24 hours before presenting at registration (Speakers Prep counter)
* Technicians are not able to load presentations in the respective venues

**Presentation Requirements**

* We only accept PPT (PowerPoint) and PDF format presentations
	+ We cannot accept Keynote presentations
* Presentations to be in 16:9 aspect ratio (this is the default, full screen view)
* Videos to be embedded and will be audible in the venues
* No embedded links to website, etc. will be facilitated
	+ Should you need to make reference to a website, etc. please embed a screen shot of the web page or download the relevant video and then embed it into your presentation

**In Venue**

Ensure you are on time for your presentation slot and notify the session Chair of your attendance. The Chair will be positioned at the end of the tech desk.

Each venue will have a stage with

* a lectern to present from
	+ which is equipped with a lectern mic
	+ Clicker – to move your slides
* Comfort monitor – to view the current slide of your presentation in front of you (at the bottom of the stage)
* A countdown timer – please keep to the time

A top table is available in each venue for any panel discussions

* The comfort screen will be visible from the table
* Table microphones will be in place