



Oral presentations provide an opportunity to clearly communicate your research, share emerging insights, and engage directly with conference delegates. This format is well suited to highlighting key findings, discussing challenges, and presenting pre-publication results, ongoing studies, or newly generated data to the scientific community in a timely manner. The dedicated question-and-answer session fosters interactive dialogue, enabling peer feedback that can spark new ideas, identify knowledge gaps, and help shape future research directions and collaborations.

General information

Unless otherwise specified, each Oral presenter is allocated 15 minutes, comprising

- 12 minutes presentation, and
- 3 minutes audience question and answer

Session Chairs will strictly monitor time and provide clear signals as you approach and reach the end of your presentation. Presentations that exceed the allocated time will be stopped to maintain the session schedule. If your presentation uses the full 15 minutes, there will be no time for audience questions.

Presenters should focus on the key aspects of their research, which may include, but are not limited to:

- Background and context of the research field
- Methodologies and approaches used
- Key results and findings
- Significance and implications for relevant stakeholders
- Future directions or next steps

Please ensure your presentation aligns with the results described in your submitted abstract. We recognise that research may have progressed since submission; however, the overall scope and focus should remain consistent.

Equipment Provided

All rooms are equipped to support digital presentations:

- Windows-based laptop (with Microsoft PowerPoint)
 - Projector and screen (16:9 widescreen format)
 - Clicker/laser pointer
 - Lapel or podium microphone
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Slide Preparation & Formatting

To ensure your presentation displays correctly, please adhere to the following:

- Aspect Ratio: 16:9 (widescreen). Slides in 4:3 will be letterboxed.
 - File Format: .pptx (PowerPoint). Do not enable document encryption or password protection.
 - Fonts: Use standard fonts (e.g. Arial, Calibri, Helvetica) to ensure compatibility.
 - Text: Minimum font size of 16pt. Keep text concise to maximise readability.
 - Media: Embed any video or audio files. MP4 is the suggested codec for files to embed. Even though the file may be embedded, please bring a copy of the file in case the embedded file does not play. Please advise the audio-visual technician of any media that will play during the presentation.
 - The presentation title must exactly match your submitted abstract.
 - An acknowledgement of traditional owners will occur at the start of the conference and is not necessary for it to be included in your presentation.
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Compliance & Disclosures

Presenters must:

- Acknowledge all authors and their institutional affiliations.
 - Disclose any relevant funding sources or sponsors.
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Uploading your presentation pre-conference

We urge you to upload your presentation pre-conference. The link for presentation upload has been shared with you via email. 5:00pm on **Sunday, 2 August is the absolute deadline** for pre-conference upload of your presentation. The upload link will be closed after this time and you will be directed to the 'at-event presentation upload' (see below).

- It is necessary to include your SURNAME and SESSION NUMBER in the file name of your presentation.
- If you wish to change or update your presentation after you have uploaded it, you may do so at the speakers' support desk (see below). Do not send presentations/updates by email or any other cloud-based links.

At-event presentation upload & speakers' support

If you are unable to upload your presentation by the deadline above, you will need to upload it at the conference not less than 90 minutes before your scheduled session time.

- Proceed to the Speakers' Support Desk, located in the Arbour Speakers' Prep of BCEC - Arbour Level is directly below the conference Boulevard Level.
 - Provide your Presentation to the staff at the Speakers' Support Desk on a USB stick.
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Best Practices for Presenting

- Arrive early: Please be in your session room 20 minutes before the session begins and introduce yourself to the Session Chair. If you do not recognise the chairperson, please gather at the stage or in

the front row of seats so that the chairperson can easily identify you.

- Accessibility: Use high-contrast colours (e.g. dark text on a light background). Avoid relying on red/green colour distinctions.
 - Keep it simple: Minimise text and prioritise clear visuals (figures, charts, key messages).
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Presenting author

- A maximum of two registered authors may present.
 - If the presenting author is unable to attend, another listed co-author may present **provided they are registered and not already presenting another paper.**
 - Please notify the organising team as soon as possible at edar8@ccm.com.au to arrange any changes.
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Enquiries

For any questions regarding presentation preparation, formatting, or logistics, please contact the organising team at: edar8@ccm.com.au