



## 2024 AES Conference – Presenter Guidelines

Thank you for presenting at the Australian Entomological Society conference. These guidelines will assist with your preparation and participation in the conference. If you have any questions please contact [mail@conferencedesign.com.au](mailto:mail@conferencedesign.com.au).

### Oral Presentations (12 minutes + 3 Minutes Q&A)

#### Preparing and Uploading Presentations

- Prepare your PowerPoint slides in 16:9 aspect ratio
- Embed any content such as audio or video; don't link to external files
- Presentation files should be named using your family name, the day and the time of your presentation (e.g. Brown-Saturday-1400.ppt)
- You are required to upload your presentation before the conference using the link provided on the conference website.
- We also encourage you to bring your presentation on a USB as a backup
- **Check your presentation with the AV technician at least two hours before your session**

#### Before the Session

- Re-confirm your presentation's session, date, time, and room in the conference app prior to your session
- Arrive in the session room 15 minutes before the session starts to meet the session chair and AV technician
- An AV technician will assist during sessions
- Sit in the front row to move quickly to the lectern once the chair introduces you

#### During your Presentation

- **Please ensure you keep to the allotted time**
- The chair will signal the time remaining in your presentation (5 minutes, 2 minutes, 1 minute)
- The chair will ring the bell when you must stop
- If you use all your time, the session chair will not allow questions and will move to the next speaker
- Please remain in the room following your presentation as the chair will use any remaining time for questions

#### Question Time

- For individual speakers, question time is included in your presentation time
- The chair will direct questions from the audience and from the app
- Use a microphone (if available) when responding to questions



## Lightning Presentations (5 minutes + Group Q&A)

### Preparing and Uploading Presentations

- Prepare your PowerPoint slides in 16:9 aspect ratio
- Embed any content such as audio or video; don't link to external files
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- You are required to upload your presentation before the conference using the link provided on the conference website.
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### Before the Session

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- Arrive in the session room 15 minutes before the session starts to meet the session chair and AV technician
- An AV technician will assist during sessions
- Sit in the front row to move quickly to the lectern once the chair introduces you

### During your Presentation

- **Please ensure you keep to the allotted time**
- The chair will signal the time remaining in your presentation (2 minutes, 1 minute)
- The chair will ring the bell when you must stop.
- Please remain in the room following your presentation as the chair will use any remaining time for questions

### Question Time

- For lightning talk speakers, question time will be group Q&A following the session.



## Poster Presentations

- Display Posters will be displayed onsite as A0 portrait size
- Posters will also be displayed in the conference app as a PDF
- Presenters are required to upload a single PDF file of your poster using the link provided on the conference website **two weeks prior** to the conference
- PDFs should be named using the poster numbers from the website, your family name, and the initial five words of the title (e.g. 123-Brown-A study from Australia hospitals.pdf)

### Display Posters

- AO Poster Dimensions
  - AO Portrait
  - 841 mm wide x 1189 mm high
  - 33.1 inches wide x 46.8 inches high
- You do not need to use a conference template to prepare your poster
- You need to print your poster and bring it with you to the conference
- Poster boards and adhesive will be provided
- Poster boards will be numbered; check the website for your poster number
- You need to collect your poster at the end of the conference; posters will not be kept by staff



## General Information for All Presenters

### Presentation & Session Times

- Check the online program to confirm your presentation's session, date and time
- The program on the website and in the conference app is live and will include any changes
- Please re-confirm your session date, time and room prior to your presentation

### Keeping Time

Not keeping to time is the biggest disruption to conferences and negatively impacts the experience of attendees and presenters.

- Please ensure you keep to your allotted time
- The session chair will use timecards to show you how much time is remaining
- The session chair will use a bell to signal the end of your presentation
- If you use all the allocated time, the chair will not allow questions and will move to the next speaker

### Handouts

- If you wish to provide handouts to attendees, send a PDF version to [mail@conferencedesign.com.au](mailto:mail@conferencedesign.com.au)
- Handouts will be added to your presentation/poster in the conference website and app

### Official Letter of Presentation

- If requested, presenters will be sent a letter after the conference confirming their presentation(s) delivered at the conference
- The letter will be sent as an email and can be saved as a PDF by the presenters if needed.
- One letter will be sent to the corresponding author
- The corresponding author can make the letter available to co-authors

### Publication of Slides

- Slides will be converted to PDF and made available on the conference website
- If you do not wish your slides to be published, please email [mail@conferencedesign.com.au](mailto:mail@conferencedesign.com.au)
- If you wish to provide edited slides for publication, please advise us following your session and send a PDF version to [mail@conferencedesign.com.au](mailto:mail@conferencedesign.com.au)

### Copyright & Ownership

- Authors retain ownership and copyright of their presentation and material
- Ensure you have documented permission to use any images, music or other content in your abstract and presentation. Do not include any images copied from the internet. Getty Images and other agencies crawl the internet looking for images that have been copied without the appropriate licenses. You are liable for all copyright infringements that arise from your presentation.

### Recording, Photography & Screen Shots of Presentations

Attendees agree to registration Terms & Conditions, which prohibit unauthorized photography, screenshots, audio, or video recording of conference material. We cannot enforce this rule completely, so you should assume a participant may take unauthorized recordings. You may wish to



adjust the content of your presentation accordingly. Presentations in the online portal and conference app are available only to view and cannot be downloaded.

### **Audio-Visual (AV) Equipment**

Each onsite session room will be equipped with:

- Presentation laptop running Windows 10 or 11
- Data projector
- Screen or large monitor
- Lectern
- Microphone, including sound for your presentation
- A clicker to progress your slides

All presentations will be run from the presentation computer.

If you use a Mac, have a complex presentation, or require an uncommon program, we suggest you bring your laptop as a backup in case of difficulties loading your presentation. You will need to arrange this in advance with the AV technicians.

### **PowerPoint Presentation Tips**

- Slides should be in a 16:9 aspect ratio
- Video and audio clips should be embedded in your slides rather than linked to external files
- There should be no more than 5 x 1-line bullet points per slide
- The optimum title text is 45 – 55 points and no smaller than 36 points
- Body text should be at least 26 points
- Avoid UPPERCASE letters as they are hard to read