



The First China-Australia Symposium
on Crop Stress and Climate Adaptation



2026 China-Australia Symposium on Crop Stress & Climate Adaptation

Launceston Conference Centre | March 12-13th 2026

Presenter Guidelines

Thank you for presenting at the conference. These guidelines will assist with your preparation and participation in the conference.

PRESENTATION AND Q&A TIMES

Please prepare your presentations to align with the following times. To confirm your time allocation, please check your presentation listing on the website.

15 Minutes Presentations

- 10 minutes to present and 5 minutes for Q&A

10 Minute Presentations

- 8 minutes to present and 2 minutes for Q&A

PRESENTATION INFORMATION

Oral Presentations

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 can upload your presentation before the conference using the link provided or take your presentation to the AV technician onsite
- If you uploaded your presentation before the conference, you can take an updated version to the conference
- If you uploaded your presentation before the conference, 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 on the online program prior to your session
- Arrive 15 minutes before the session starts to meet the session chair and AV technician
- An AV technician will assist during sessions
- Familiarise yourself with the room layout and AV equipment
- 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)



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- 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
- For panel sessions, question time is scheduled at the end of the last presentation
- The chair will direct questions from the audience
- Use a microphone (if available) when responding to questions

TERMS AND CONDITIONS

Presentation & Session Times

- Check the online program to confirm your presentation's session, date and time
- The program on the website 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

Official Letter of Presentation

- All 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. It will include the presentation title, format and authors.
- One letter will be sent to the corresponding author
- The corresponding author can make the letter available to co-authors

Publication of Slides



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- 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
- 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

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, 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.

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
- A laser pointer or mouse for pointing

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



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- 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