

**HAA 2009**  
**HSANZ ANZSBT ASTH 2009 ASM**  
**Audio-Visual Instructions**

A fully equipped and staffed Speaker Presentation Centre will be located in Meeting Room 8/9 on Level 1 of the Adelaide Convention Centre. It is important that all speakers giving oral presentations check in with the technicians as early as possible during the Meeting so that their presentation can be loaded and checked. Please report to the technicians even if you are not using a PowerPoint presentation so that this can be noted.

The audio visual facilities available at the Centre during the Annual Scientific Meeting will enable presentations to be pre-loaded to the master computer and networked to the room you are presenting in. Your presentation will then be accessed in the room by the technician where you have control of the laptop. The default computer configuration is Windows XP with PowerPoint 2007. If you wish to use Macintosh, video, or any other presentation media, please advise the Secretariat **by 2 October 2009**.

Multiple forms of storage media are supported. These include CD, DVD or USB Mass Storage Devices. Please bring your presentation on one of these media. We wish to discourage the use of personal laptops, as they often cause logistical problems at a crucial moment. The audio-visual technicians will endeavour to copy all slideshows off presenter's laptops onto the main computer.

It is also important that any unusual elements in your PowerPoint (e.g. special fonts, imported graphics, links to websites) are also saved and brought with you so that they can be included with your presentation. There will be no direct access to the internet from the individual meeting rooms.

If you have any questions or if these arrangements pose a problem for you, please contact the Audio-Visual Consultant, Mr Mark Stevens, at [mark@markitmedia.com.au](mailto:mark@markitmedia.com.au) or by telephoning 0417 809 647