

TSANZ 2010 ASM

INSTRUCTIONS TO ORAL PRESENTERS

As a contributed oral presenter you will be entitled to a total of 15 minutes for your presentation. This will consist of 10 minutes presentation time and five (5) minutes to allow for an introduction by the chairperson, questions and change of speaker. As there are several concurrent sessions, please ensure that you keep to your allocated speaking time. Refer to the final program that you receive at registration to confirm the venue and the order in which your presentation is listed.

Audio-visual equipment

- The audio visual facilities available during the ASM at the Brisbane Convention & Exhibition Centre will enable presentations to be pre-loaded to the networked computer system.
- All presenters must report to the Speaker Support Centre on arrival to confirm their requirement with the technicians.
- The default computer configuration for the ASM is Windows XP and Office XP. We will supply a Windows PC in all rooms for presentations.
- **If you wish to use Macintosh, video, slides, overheads or any other presentation media, please contact the Secretariat.**
- Multiple forms of storage media are supported. These include CD-R/RW, Memory Stick, Zip disc (100 or 250 Mb), Smartmedia card and SD Multimedia card. Please bring your presentation on one of these media. Remember to ensure that any linked images are also saved onto the same storage accessory.
- Do not include any live internet links in your presentation as email access will not be available in the meeting rooms.
- The use of personal laptops will not be allowed as they often cause logistical problems at a crucial moment.