

ORAL PRESENTATION GUIDELINES

Please take the time to read the following instructions to ensure your presentation is successful.

REGISTRATION DETAILS

All speakers, oral presenters and poster presenters are required to register for the Symposium by the author registration deadline of **24th May 2010**. Alternatively, to receive the early bird registration rate, presenters must register by **10th May 2010**. To register please visit <http://www.ifes2010.org> and complete the delegate registration form.

BIOGRAPHY

A brief biography (maximum 100 words) is required from all speakers to be used as an introduction by the Chairperson in each session. If you have not already submitted your biography, please do so via email to the Symposium Managers (ifes2010@arinex.com.au).

SYMPOSIUM CHECK-IN

All speakers will need to register at the registration desk when they first arrive at the Symposium to collect their name badge and other related materials. From there you will be directed to the Speaker Preparation Room (Alexander Room) where you are required to check in with the audio visual technicians to upload your presentation at least **2 hours** prior to presenting.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room will be located in the Alexander Room and will be open for the duration of the Symposium. Speakers are required to report to the **Speaker Presentation Room** with their presentation on **CD-Rom or USB Memory Stick** well ahead of their session. A technician will be available to upload your presentation. We intend to have the presentations pre-linked so that your session Chair can quickly and easily bring your presentations up so as to keep the program to time.

AUDIO VISUAL EQUIPMENT

Each session room at the Symposium will be equipped with the following audio visual equipment:

- One data projector
- One screen
- One PC computer with Microsoft Powerpoint
- Lectern and microphone

Overhead and 35 mm Slide Projection will not be available at the Meeting

LANGUAGE

Please note that the official Symposium language is English. All presentations must be made in English.

SPEAKER PROCEDURES

There will be an AV technician in constant attendance within the venue. Following is a brief explanation of the audiovisual procedures onsite at the Symposium:

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- Please be in your allocated session room *10 minutes before the start of your session* to meet with your chairperson and check in with the technician re: sound and A/V issues. The PC computer will be on a side table next to the lectern. Please familiarise yourself with this equipment prior to your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a problem, a technician will attend and rectify it as promptly as possible.
- The Chairperson will time your presentation. Please ensure that you keep to the program timetable. Speakers in the Müller Medal sessions will have a total of 20 minutes available to be comprised of 15 min for presentation and 5 min for questions. All contributed speakers in the conference and workshop sessions are asked to present their work within 15 minutes, including an allowance for time for a brief question or two to seek a clarification. Opportunities for further detailed discussion are embedded into the programmed workshops and you are asked to participate actively in these sessions.

We wish speakers all the best with their presentation. For further details or assistance, please contact the Symposium Managers using the contact details below.

Professor Simon Ringer (Chair) and the IFES 2010 Local Conference Organising Committee
Australian Centre for Microscopy & Microanalysis
The University of Sydney

Proudly working with Professional Conference Organisers

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