



GUIDELINES FOR ALL ORAL PRESENTATIONS

The speaker preview room will be located on Level 1 of the Melbourne Exhibition and Convention Centre (MCEC). Technicians will be available in the speaker preview room at the following times:

| | |
|-----------------------------------|-------------------|
| Wednesday 3 rd October | 15.00 – 19:00 hrs |
| Thursday 4 th October | 07.30 – 18.30hrs |
| Friday 5 th October | 07.30 – 18.30hrs |
| Saturday 6 th October | 07:30 – 12.30hrs |

Please report in good time before the start time of the relevant session, to quickly test any presentations if required, (times are subject to change).

AUDIO-VISUAL GUIDELINES

Presentations should be prepared in PowerPoint format where possible. Other acceptable presentation formats are MS Office 2010 compatible files, PDFs and Web Browser with Flash Player, Silverlight and Java.

Projection resolution in all session rooms is 1024x768.

It is recommended that you do not use your own laptop for your presentation but bring a copy on a memory stick. We also recommend that all presenters bring a second back up copy of their presentation in case of emergencies.

For delegates using MACs to prepare their presentations, we strongly encourage saving the presentation in a PC format for use on the venue network.

Our AV set up assumes that no speakers will be using their own laptops or MACs to present from, therefore you should bring your presentation to the speaker room as early as possible to enable the presentation to be loaded on the live conference server.

Although we will clearly aim to help on the day we can not guarantee that they will be time between speakers and/or the connections available on stage to plug in your laptop or MAC.

If you are using video clip(s) in your PowerPoint presentation, please remember that it is important that you save the video clip(s) in a separate file from your PowerPoint presentation but in the same folder. When you check in and load your presentation, quickly run through the presentation to make sure that the clip(s) plays when required. Most standard video formats should play without any problems but if in doubt, please ensure that you check in to the Speaker Presentation Room.

AT ISHA 2018

Upon arrival at MCEC, please check in at the Registration Desks located on Level 1. Here you will be able to pick-up your meeting documentation such as your name badge and you will be directed to the Speaker Presentation Room.

Please arrive at your session 15 minutes prior to the published start time.

In order to keep to our tight schedule please keep to the timings in the program, which includes time for questions which will be a panel format. During your presentation, you should select your vocabulary to address as wide an audience as possible and not use unfamiliar abbreviations or expressions.

SESSION ROOM SETUP

Each session room is equipped with an LCD projector and screen; you will be able to control your presentation with a remote clicker and watch your presentation on preview monitor. Each session room will be staffed with a room assistant who will assist with the start of each presentation and contact the AV technician if necessary.

We will be video capturing the presentations taking place in rooms 105/106, 109 and 110, for future inclusion in the ISHA members Online Learning Library.

DISCLOSURE / CONFLICT OF INTEREST DECLARATION

We would ask all presenters to include as their 2nd slide a Disclosure Statement which states:

1. I have no potential conflict of interest to report, or
2. I have the following potential conflict(s) of interest to report:

Type of affiliation / financial interest

Name of commercial company

Receipt of grants/research supports:
Receipt of honoraria or consultation fees:
Participation in a company sponsored speaker's bureau:
Stock shareholder:
Spouse/partner:
Other support (please specify)

USE OF ISHA SCIENTIFIC PROGRAM CONTENT

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Presenters should ensure that their contributions contain no matter that is defamatory or is otherwise unlawful or invades individual privacy, or infringes on any proprietary right or statutory copyright. ISHA 2018, and its agents and representatives, take no responsibility should the material presented or provided for publication be determined to defame, libel or slander an individual or organisation, violate the confidentiality of any individual or organisation, or infringe on another's copyright.

ISHA 2018 Scientific Program Office
Email: abstract@ishaconference.com
Website: www.ishaconference.com

Please check the ISHA conference website for the most up to date information on program timings.