



Melbourne Convention Centre
12 – 14 April 2010
www.FMD2010.com.au

BRIEFING NOTES FOR ORAL PRESENTERS

The Foot and Mouth Disease International Symposium and Workshop Organising Committee and Scientific Committee welcome your contribution to the FMD 2010 Symposium.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these briefing notes ahead of time** to ensure your presentation is successful.

GENERAL INFORMATION

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 where you must check in with the audio visual technicians.

If you have any queries regarding the program or your presentation, please visit the Registration Desk located on Level 2 at staircase 3. The desk will operate during the following times:

Monday 12 April 2010..... 0730 – 1730
Tuesday 13 April 2010..... 0830 – 1730
Wednesday 14 April 2010..... 0800 – 1730

TIME ALLOTTED

Oral presentations are scheduled to run for 15 minutes in total. Please check the Symposium Program to confirm your session time.

In the interests of fairness, please ensure that you keep to your allotted time frame.

The chair will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located on Level 2 in **Meeting Room 214, near the Registration Desk**.

The Speakers Preparation Room will be open during the following times:

Monday 12 April 2010..... 0730 – 1730
Tuesday 13 April 2010..... 0800 – 1730
Wednesday 14 April 2010..... 0800 – 1730

Speakers are asked to load/check their presentation **at least 3 hours prior** to their session commencing to ensure the presentation is checked and tested.

The Melbourne Convention and Exhibition Centre have installed new electronic lecterns. You will be briefed on how to use this system when you meet with the audio visual technicians.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every session at the Symposium:

- One projection screen
- One PC Compatible electronic lectern, which operates as a computer
- One data projector
- Microphone attached to the lectern
- Capabilities to play Videos and DVD's

Overhead and Slide Projection will not be available.

Should you require additional equipment it is essential that you contact the Symposium Organisers to discuss your requirements. Requests will try to be accommodated however cannot be guaranteed.

A technician will be available on site to handle any problems that may arise.

POWERPOINT PRESENTATIONS

Speakers are strongly encouraged to email PowerPoint presentations to the audio visual technicians **prior to** the Symposium to fmd2010@arinex.com.au (maximum 10MB). Please ensure you format the slides to a ratio of 16:9 not 4:3 to avoid black edges around the slides. The following versions of Microsoft PowerPoint software will be accepted: 1997, 2000, 2003 and 2007.

You may wish to provide your PowerPoint presentation on site. If so, please ensure you visit the Speaker Preparation Room **at least 3 hours prior to** the start of your session.

If you email through your presentation, you are still required to visit the Speaker Preparation Room to check your presentation and receive information on using the electronic lecterns.

If you have any questions in regards to this process please email these directly to fmd2010@arinex.com.au

SPEAKER & CHAIR PROCEDURES

- Please be in your allocated session room **no later than 10 minutes before** the start of your session to meet the Chair and check in with the audio visual technician.
- Your presentation will be set up on the electronic lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation or as directed by the Chair.
- The Chair will time your presentation and give you a warning at 2 minutes remaining and at time up.

PRESENTATION TIMES

It is **extremely important** to keep the program to time for respect to the other speakers.

Should one of the presentations in your session be cancelled or the speaker is not present, the session will continue with the next speaker available even if the session finishes early. The same policy applies if a speaker should finish their presentation earlier than expected.

Your question time is basically allocated in the plenary discussion session of the day. However, at the Chair's discretion, no more than one question may be invited from the audience.

HOUSEKEEPING

At times it will may necessary for housekeeping announcements to be made at the beginning or end of sessions. These additional announcements will be provided by the Symposium Organisers either in person or will be left on the lectern prior to the start of the session. We request that these announcements be made to ensure that all delegates are aware of the necessary information. Below are a few reminder announcements that can be made at the appropriate time in the session.

MESSAGE BOARD: Any messages received during the Symposium will be displayed on the Message Board located next to the registration desk.

PROGRAM CHANGES BOARD: All program changes will be listed on the PROGRAM CHANGES BOARD located next to the registration desk.

SPEAKER PREPARATION ROOM: Future speakers should be reminded that their presentations **MUST** be handed to the technicians in the speaker preparation room located in Meeting room 214 well before their scheduled presentation time.

NO SMOKING: Please be advised that this is a non-smoking building so we ask that you please do not smoke while inside the Melbourne Convention Centre.

SYMPOSIUM ORGANISERS: If you have any questions please see our Symposium Organisers at the registration desk.

SET-UP

Seats for speakers will be provided at the front of the audience from where they will be called to the lectern in sequence by the Chair. The Chair will sit at the front of the room. Delegates will be seated in theatre style.

LANGUAGE

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

FURTHER ASSISTANCE

If you require further assistance, please contact the Symposium Organisers, **arinex** at:

Email: fmd2010@arinex.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

*Thank you for your help in making the
Foot and Mouth Disease International Symposium and Workshop a success*

www.FMD2010.com.au