

ASCIA 2024 CONFERENCE

34th ANNUAL CONFERENCE OF THE AUSTRALASIAN SOCIETY OF CLINICAL IMMUNOLOGY AND ALLERGY (ASCIA)
Tuesday 3rd to Friday 6th September 2024 | HYBRID | Adelaide, Australia

Live Poster Presenter Guidelines

If you are selected to give an oral presentation of your poster at the conference, you will be required to give a PowerPoint presentation live in-person at the Adelaide Convention Centre (ACC) on Tuesday 3rd September, alongside your other poster formats.

Presentation format

- Your presentation should be saved as a PowerPoint file (not a PDF). If you have created it using Apple Keynote, you will need to 'save as' a PowerPoint file.
- The slide ratio for your presentation should be set to 16:9. To change the ratio on PPT, go to the 'Design' tab at the top, then select 'Slide Size' (usually located on the far right) here you will find the ratio options.

Loading your presentation

- Bring your PowerPoint presentation on a USB to the Conference, so that you can easily hand this over to the AV technician.
- A speaker preparation room will be located in Skyway Room 1 on the Upper Level of the ACC.
- Speakers should report to the speaker preparation room at least 1 hour before their scheduled presentation.
- If you have any video files in your presentation, please have these files saved separately on your USB.
- Please refer to your acceptance email for the opening times of the speaker preparation room.

Audio visual inclusions

The below audio visual will be provided in all session rooms:

- Screen and projector with sound.
- Lectern with presentations pre-loaded.
- Microphone.
- Camera with hybrid technology to stream to online platform.
- Speakers will be unable to use their own laptops as this will cause issues for the hybrid streaming. We ask all speakers to use the equipment provided and follow the instructions above to load your presentation in the speaker preparation room.

Timekeeping

- As a courtesy to other speakers in your session and to ensure the program runs to time, please keep your presentation to your allocated time. Your session chair will provide time alerts.
- Please go to your allocated room for the presentation 10 minutes before the session start time to meet with the Session Chair and familiarise yourself with the room and AV.