Presentation Guidelines

At the conference

Please bring your presentation on a USB stick. You will be required to load your presentation in the session room at least 1 hour before your presentation. If you are not providing slides for your presentation please advise the AV technician who will be located in the room.

Speaker Presentation Guidelines

Please develop your presentation as per the specified time allocated in the AACBT program. If there is no dedicated Q&A time in your session you may want to consider factoring in Q&A time in your presentation.

The program will be available on the AACBT website.

All session venues will have a laptop with the latest platform-specific versions of PowerPoint. In this way, presenters will only have to deal with one computer and a single remote control.

(If you are a Mac user, please be sure that your file is saved to the correct Microsoft format prior to submission to AV.)

Please follow the following guidelines to develop your presentation:

- Use the latest version of PowerPoint.
- Be sure to embed any other files required, within your .ppt – eg do not link out to YouTube.
- Bring your own copy of your speaking notes, rather than relying on being able to see them on the laptop / screen (different rooms have different AV display / set-ups).
- Presentations should be in 16:9 aspect ratio, resolution of 1920 x 1080.
- Please save your presentation on a USB flash drive.
- All presenters must include a slide in their presentation disclosing any conflict of interest.
- The pixel density of LCD projectors is usually much lower than computer monitors. This leads to the frustrating phenomenon of graphs (particularly axes, lines, and error bars) looking satisfactory on the speaker's monitor, but not showing up at all on the big screen. This is all quite easily fixed by simply thickening all lines in any graphs a speaker wants to show.
- Please use a font size that is as large as possible. The larger your font size, the better your presentation will be viewed – particularly for people sitting in the back of the room.
- Use simple colours and templates that allow the font to be easily read.
- Practice your presentation to ensure that it fits within the time allocated in the program – a multi-day conference is complex and there are more than 100 presenters, and we appreciate your assistance in ensuring that everyone has their opportunity to present.