



ORAL PRESENTATION GUIDELINES

Lightning Poster Talks

Congratulations on your lightning talk poster presentation acceptance! The BIOMAG 2024 Organising Committee welcomes your contribution to the 23rd International Conference on Biomagnetism. Please take the time to read these guidelines to ensure you are prepared in advance of your arrival.

Registration Details

IMPORTANT:

The registration deadline for all presenters has now passed. If you are still yet to register for the conference, please ensure you complete your registration by **Tuesday 6 August**. Failure to register by this date will result in your poster being removed from the program.

[Register Here](#)

Onsite at the Conference

Please visit the registration desk when you first arrive at the conference and collect your name badge and other related materials. From there you will be directed to the exhibition hall to set up your poster display.

If you have any queries regarding the program or your poster, please visit the registration desk located on level 2 of the Convention Building of the International Convention Centre Sydney (ICC Sydney).

Monday 26 August 2024.....1200 - 1800
Tuesday 27 August 2024.....0730 - 1800
Wednesday 28 August 2024.....0730 - 1800
Thursday 29 August 20240730 - 1700

Lightning Presentation

Your lightning talk presentation will take place on **Tuesday 27 August 2024** during our 'Poster Blitz' sessions running from **9:45am - 11:00am**, please view the [program here](#) to find your allocated speaking time.

Please note: Your allocated speaking time is **3 minutes** in length and is designed to convey key information quickly and effectively to engage the listener and encourage them to want to learn more by viewing your abstract poster.



Digital Poster

In addition to your lightning talk presentation a digital version of your abstract will be displayed on the AV screen during your presentation.

Digital Posters are created in PowerPoint and uploaded into the Arinex One Digital Poster Module system.

To submit your digital poster you must:

1. All digital posters must be submitted using the digital poster template [found here](#). - This template is also available for download from the conference website. Note - the slide dimensions and orientation of the template must not change.
2. All digital posters must be uploaded to the online portal by **Friday 16 August 2024**. Posters not uploaded by this deadline will not be included in the session.

Digital Poster Guidelines

When creating your digital poster please:

- Download the digital poster template from the [BIOMAG 2024 Website](#)
- All posters must be submitted in either .PPT or PPTX format
- All posters must be submitted in 16:9 landscape orientation using the digital poster template.
- You are limited to **1 slide only**.
- JPEG or PNG is the preferred file format for inserted images. Please be mindful of any copyright of photos/graphics used when creating your poster
- Each submitted poster file in .PPT or .PPTX format must not be larger than 1GB.
- Font - Arial or Times New Roman.
Font size:
 - o 30-40pt for Titles/Headings
 - o 14-20pt for text blocks are recommended.
- The BIOMAG digital poster template will have a white background, Conference logo and a border. You may wish to add colored images, figures and graphs should you desire.

Ready To Upload Your Digital Poster?

This is done via the BIOMAG online portal. All digital posters must be uploaded to the online portal by **Friday 16 August 2024**.

Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the online portal:

1. Login into the BIOMAG online portal using your author login details:
<https://biomag2024-c10000.eorganiser.com.au/index.php?r=site/login>
2. Click on "Submissions" near the top of the screen and then select **"+ Submit"** and **"Digital Poster"** as per the screenshot below:



3. Ensure you follow the online guidelines provided within the portal
4. Upload your digital poster file using the digital poster template in .PPT or PPTX format
5. When you are ready to submit your digital poster, select the "Submit" button at the bottom of the screen.
6. Once your digital poster has been submitted, if you select the "Digital Poster" tab the status will show as "Under Review"
7. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster. If you need to make any changes to your poster, you can modify the details within your submission, up until the submission cutoff date by selecting the 'edit' button.

Your Session Time

Please visit the Conference website well ahead of time to confirm details of your session within the Conference Program.

[Click here to view the live program.](#)

Session Venue - Arrive Early

Please assemble in your session room **at least 20 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

Speaker Procedures

- Your presentation will be available via 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 at all times. There is no need to switch them on. Please do not switch them off.
- 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.
 - Keep track of time.
 - Please sit at the front of the room for the duration of the session. Delegates will be seated in theatre style.



Presentation tips

Everyone processes information differently; however we encourage you to convert text heavy slides into a visual format due to the below reasons:

- 90% of the information processed by the brain is visual
- The human brain processes images 60,000 times faster than text
- Your audience is six times more likely to recall what you have presented in visual format
- 80% of people will remember what they see as opposed to 10% of that they hear and 20% of that they read

You can do this by creating diagrams, using a graph, including infographics, using photography and icons or using a hero image with a statement, quote or idea.

Language

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

If you require further assistance, please contact the Conference Managers at:

Email: biomag2024@arinexgroup.com **Phone:** +61 2 9265 0700

Thank you for your help in making the BIOMAG 2024 Conference a success!