



ORAL PRESENTATION GUIDELINES

Free Oral Presentations

Congratulations on your submitted abstract being successful for an Oral presentation! The BIOMAG 2024 Organising Committee welcomes your contribution to The 23rd International Conference on Biomagnetism.

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

Registration Details

IMPORTANT:

The registration deadline for all abstract presenters has now passed. If you are still yet to register for the conference, please ensure you complete your registration by **Friday 19 July**. 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 Speaker Preparation Room to 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 of the Convention Centre of the ICC Sydney. The desk will operate during the following times:

Monday 26 August 2024.....1300 - 1800
Tuesday 27 August 2024.....0730 - 1800
Wednesday 28 August 2024.....0730 - 1800
Thursday 29 August 20240730 - 1700

PowerPoint Presentations

Speakers are required to bring their presentation on a USB to the Conference and to visit the speaker preparation room **at least 4 hours prior** to the allocated presentation time. This is to ensure your presentation is uploaded and tested. Presentations must be completed in Microsoft PowerPoint.

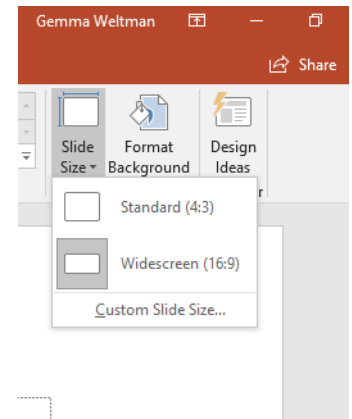
Should your presentation be in Mac format, it is imperative that this be converted to PC format prior to arrival at the Conference.



Note that the projector screens at the venue will be in 16:9 format.

If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:

1. In PowerPoint or Office 365 choose the "design tab" then click on the "slide size" button.
2. In the drop down box, select "Widescreen (16:9)".
3. Reminder to embed all external videos and fonts embedded into your presentation.



You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

Additional reminders:

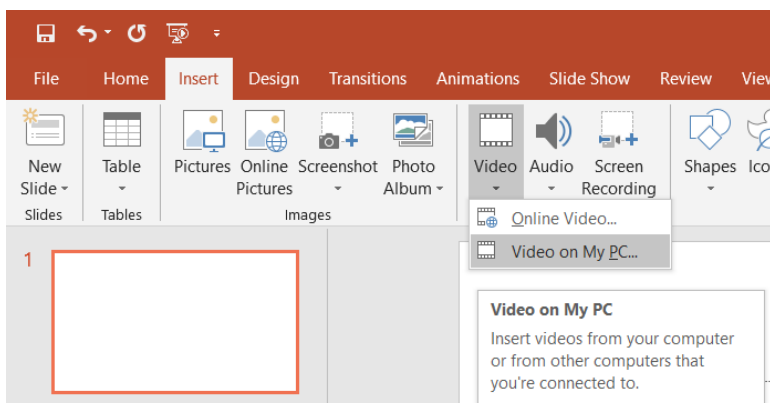
- Please bring unencrypted USB Stick with your presentation. As there is no facility to email, print or airdrop your presentation or notes on the day.
- Presenter notes will be visible in the PowerPoints "presenter view" in the room.
- It is critical to please have all your external **videos and fonts embedded into your presentation.**

Embed Video in PowerPoint:

To insert video in PowerPoint from your computer, click the "Insert" tab of the Ribbon. Then click the "Video" drop-down button in the "Media" button group. Then select the "This Device..." command from the drop-down menu. Alternatively, to insert video in PowerPoint from your computer, click the "Insert Video" button in a slide content placeholder.

After doing either action, the "Insert Video" dialog box then appears. Use this dialog box to navigate to and select the video file to insert. To then embed the selected video, click the "Insert" button in the "Insert Video" dialog box.

Alternatively, to link to the selected video, click the drop-down arrow next to the "Insert" button and then select the "Link to File" choice from the drop-down menu that appears.





Available Fonts

Please only use Calibri or Arial font in your presentation.

Speaker Preparation Room

The Speaker Preparation Room is located on level 2 of the ICC Sydney, behind the registration desk. Please ask the registration team to assist you in finding the speaker preparation room if you are not sure.

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

Monday 26 August 2024.....1200 - 1600

Tuesday 27 August 2024.....0800 - 1600

Wednesday 28 August 2024.... 0800 - 1600

Thursday 29 August 20240800 - 1300

**Please note that these times are indicative and are subject to change closer to the Conference.*

Even if you are speaking on subsequent days, please visit the speaker preparation room the day prior if time permits. Audio Visual Equipment

The following Audio-Visual equipment will be in every room at the Conference:

- Projection screen and data projector.
- PowerPoint available.
- Microphone attached to the lectern.

Internet access will be available from the presentation computer. It is still recommended that any videos are embedded into your presentation.

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. We will try to accommodate requests, however this cannot be guaranteed.

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

Session Details - Check Ahead

Please visit the Conference website well ahead of time to confirm details of your session within the Conference Program. The Program is subject to change so please ensure you check the Conference App for the most up to date program.

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



Time Allocation

Most oral presentation sessions have been allocated is 13-minute presentation, comprising of a 10-minute presentation and 3 minutes for question-and-answer time and any comments from the Chairperson. However please check with your session chair to confirm your speaking length.

Please ensure that you keep to your allocated time frame. Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to.

The Chairperson will time your presentation and provide you with a warning at 2 minutes remaining by showing you a yellow card. When time is up, the Chairperson will show you a red card and you need to wrap up your presentation. We recommend that you rehearse your presentation with slides in advance to ensure that your presentation fits within the allotted time. Please aim to have a maximum of **5 slides** to ensure you have time to discuss each slide within your presentation time.

Should one of the presenters in your session not be present, please keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

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!