

Instructions for In-Person Presenters

Update issued September 12th, 2022

Submitting presentations

The Conference is **now ready to accept presentations** from speakers giving in-person, oral presentations. The **OAT2022 Presenter Guidelines** can be found on the FAQ page on the OAT2022 website (<https://www.internationaloat.com/program/fag/presenters>). Please refer to these when preparing your presentation.

When naming your presentation file, use family name, then given name, Abstract Number then version date. For example: **Fernandez_Belinda_#32_16Sep22.pptx**.

Presentations should be emailed to admin@giwa.org.au by **Sunday October 2nd**.

If your presentation is too large to email, please send using Dropbox or WeTransfer or similar file transfer tool.

What the virtual audience will see

Presentations will be streamed in real time via Zoom through the Conference app. The virtual audience will see your slides on approximately $\frac{3}{4}$ of the screen, and on the other $\frac{1}{4}$ of the screen, they will see a live, head-and-shoulders view of you as you give your presentation on the stage.

PowerPoint presenter view will be in use

When presenting at the lectern, you will be able to see your slides on a large screen adjacent to the lectern.

PowerPoint presenter view will be in use, so the screen will be split into three parts with the largest portion showing the current slide you are speaking to, a portion showing your notes (if you are using notes), and the remainder will show the next slide coming in your slide deck. The audience will only see the current slide.

If you are not familiar with PowerPoint presenter view, please visit the Microsoft PowerPoint support page [here](#).

When at the Conference, you will also be able to see how your presentation will look on the screen at the lectern by going to the Speakers Prep room where the GIWA Program Coordinator and AV staff will be present to assist you.

Presentation timer

Also adjacent to the lectern will be a screen displaying a digital timer. This will be activated when the session Chair finishes introducing you and you begin your presentation. It will count **down** the time remaining for your presentation. Please refer to this and manage the flow of your presentation to finish within your allocated time. Session Chairs will be asked to ensure speakers start and end on time.

Being ready, in the room ahead of your presentation

All presenters are asked to report to the room in which they are giving their oral presentation **15 minutes prior** to the session commencing so they can be introduced to the Chair of the session, become familiar with the lectern setup and be fitted with a lapel microphone if applicable.

- If you are **presenting between the start of the day and morning tea**, please go to the room in which you are presenting **15minutes before the first presentation for the day**
- If **presenting between morning tea and lunch**, please go to the room in which you are presenting **15minutes before the morning tea break ends**

- If **presenting between lunch and afternoon tea**, please go to the room in which you are presenting 15minutes **before the lunch break ends**
- If **presenting between afternoon tea and the end of the day**, please go to the room in which you are presenting 15minutes **before the afternoon tea break ends**

The name of the Chairs for each session will be posted on the Program webpage in the next two weeks.

Speakers' preparation room and updated presentations

The Speakers Preparation Room can also be used to test your presentation, and is the place to seek answers to any questions you may have about your presentation.

While you are discouraged from updating your presentation after the deadline for them to be emailed to GIWA (**Sunday October 2nd**), if it is essential to update your presentation, please:

- Name your updated presentation with a new date (eg. **Fernandez_Belinda_#32_5Oct22.pptx**).
- Email a copy to admin@giwa.org.au making it clear in your email that it is an updated version
- Bring the new version on a thumbdrive to the Conference and meet with the Program Coordinator in the Speakers Preparation Room **at least 30 minutes** prior to your presentation to enable the AV team to upload the new version.

All presenters should bring a copy of their presentations on a thumbdrive to the Conference as insurance.