

SPEAKER BRIEFING NOTES – TABLETOP PRESENTATIONS

The **DAA 2017 Conference Scientific and Social Program Committee** welcomes your contribution to the 2017 Conference. In order to help your presentation run 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.

TIME ALLOCATED

The DAA Program Committee is in the process of finalising the scientific program and you will be advised in the coming weeks the session time allocated to you.

You have been allocated 17 minutes (including discussion time). As a Tabletop presenter, you will present multiple times to different tables of ten delegates. Detailed speaker briefing notes are attached to assist with the preparation of your presentation and will also be available on the Conference website.

Please note: It is expected that you should bring your own device (tablet, laptop) for any PowerPoint slides to be displayed during your presentation.

As a courtesy to your fellow speakers, please ensure that you keep to your assigned time frame. Question and Answer time has been incorporated into your allocated presentation time.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located in the **Speakers Room** of the Hotel Grand Chancellor, Hobart. It will be open as follows:

Thursday 18 May 20170700 – 1700

Friday 19 May 20170700 – 1700

Saturday 20 May 20170700 – 1300

It is necessary that speakers visit the Speaker Preparation Room well in advance of their presentation (**at least 2 hours prior**) to check-in with the technician to ensure the presentation is checked and tested. You will be briefed on how to use this system when you meet with the audio visual technicians.

AUDIO VISUAL

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

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2007/2010 and Adobe Reader
- Microphone attached to the lectern

Internet access will not be available from the presentation computer.

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.

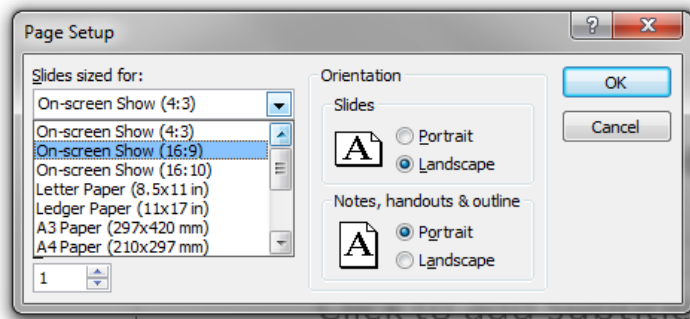
POWERPOINT PRESENTATIONS

Presentations must be provided in a version of Microsoft PowerPoint. Please ensure your PowerPoint Presentations are in **16:9** and not **4:3**.

Speakers are asked to bring their presentation on a USB Memory Stick to the conference. Should your presentation be in MAC format, it is imperative that this be converted to PC format prior to arrival at the conference.

Please note: Standard PowerPoint Presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides. Please ensure your PowerPoint Presentations are in 16:9 and **not** 4:3. To adjust your presentation, please follow these steps.

1. In PowerPoint
→ Page setup. In
2007/2010
“Design” Tab
“Page Setup”
2. In the drop down
screen Show (16:9)”



2003 Choose File
PowerPoint
choose the
then click the
button.

box, select “On-

SPEAKER PROCEDURES

Following is a brief explanation of the audio visual procedures onsite at the Conference:

- Upon arrival at the Conference, all speakers are required to check-in at the registration desk to collect their name badge and other related materials. From there you will be directed to the Speaker Preparation Room to hand in your presentation and/or review your upload with the audio visual technician.
- Please assemble in your session room at least 10 minutes prior to the start of the session. This will allow time for the Chairs to liaise with the speakers.
- Your presentation will be available at the lectern. If you are not familiar with the equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- In the unlikely event of a technical problem, there will be an AV technician located at the technical help desk located in the Foyer on Level 1. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- Keep track of time. The chairperson will time all presentations and will provide you with warnings as you approach your time limit. It is essential that speakers keep to the Program timetable.

DECLARATION OF INTEREST

Any conflict of interest must be disclosed. Financial relationships with industry such as consultancies, either directly or through an immediate family member are considered conflicts of interest. All financial support for the work must be acknowledged as part of the presentation.

You must also declare/acknowledge to delegates any funding support or programs that you are associated with e.g. a hospital weight loss program etc.

SESSION ROOM SET UP

There will be reserved seating for you at the front of the room for the duration of the session. You should sit at these seats where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

AWARDS

Please note, if you have nominated your presentation for consideration of a Conference award, the announcement of winning presentations will take place during the closing of the Conference on Saturday 20 May 2017.

SOCIAL MEDIA

If you have a professional social media account e.g. on Facebook, Twitter, Instagram – please include your details on your presentation slides.

Thank you for your help in making the Dietitians Association of Australia 34th National Conference 2017 a success. For further details or assistance, please contact the Conference Managers.

Dietitians Association of Australia – 34th National Conference Managers

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