



**Cairns Convention Centre  
2 – 5 June 2010  
[www.rsa2010.org.au](http://www.rsa2010.org.au)**

## **BRIEFING NOTES FOR ORAL PRESENTERS**

The 38th Annual Renal Society of Australasia Conference Organising Committee and Abstract Committee welcome your contribution to the RSA 2010 Conference.

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

### **GENERAL INFORMATION**

Speakers will need to register at the registration desk when they first arrive at the Conference to collect their name badge and other related materials. From there you will be directed to the Speaker Preparation Room where you must 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 the ground floor. The desk will operate during the following times:

Wednesday 2 June 2010 ..... 0800 – 1600  
Thursday 3 June 2010 ..... 0630 – 1630  
Friday 4 June 2010 ..... 0630 – 1700  
Saturday 5 June 2010 ..... 0815 – 1500

### **SPEAKER PREPARATION ROOM**

The Speaker Preparation Room is located on the ground floor in the **Media Room, next to the Registration Desk**.

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

Wednesday 2 June 2010 ..... 1200 – 1600  
Thursday 3 June 2010 ..... 0630 – 1630  
Friday 4 June 2010 ..... 0630 – 1700  
Saturday 5 June 2010 ..... 0815 – 1500

Speakers are asked to load/check their presentation **at least 3 hours prior to** their session commencing to ensure the presentation is checked and tested.

### **TIME ALLOTTED**

Oral presentations are scheduled to run for 20 minutes in total. The 20 minutes is made up of a 2 minute introduction by the chair, a 15 minute presentation by the speaker and 3 minutes of questions. Please check the Conference Program to confirm your session time.

In the interests of fairness, please ensure that you keep to your allotted time frame.

The chair will time your presentation and provide you with a warning at **2 minutes** remaining of your presentation and then at time up to allow for 3 minutes of questions. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time. The warning by the chairperson will take the form of a warning light showing on the lectern with a quiet noise.

5 minutes has been allocated after each presentation block of 20 minutes to allow for a room change or stretch before the next session.

## Time Guidelines

<b>Session Time – 20 minutes</b>
Chair's introduction of the speaker and the session topic – maximum 2 minutes
Speaker presents – total of 15 minutes Chair to provide warning at 13 minutes
Chair provides end of session warning to speaker at 15 minutes and announces this to the audience and invites delegates to line up at the microphone if they have questions. Chair to facilitate questions for a maximum of 3 minutes.
<b>Total 20 minutes</b>
Chair to thank the speaker and announce to the audience there is now 5 minutes to change rooms if they wish before the next session commences. Those wishing to stay in the room can relax.
<b>Chair to time the break and at 5 minutes call the audience to attention and repeat above steps</b>

### AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in the session room:

- One projection screen
- One PC
- One data projector
- Microphone attached to the lectern
- Capabilities to play Videos and DVD's
- Q&A microphones on stands
- Warning light system

**Overhead and Slide Projection will not be available.**

**Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. Requests will try to be accommodated however cannot be guaranteed.**

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

### POWERPOINT PRESENTATIONS

Oral presenters are strongly encouraged to provide your PowerPoint presentation on site. Please ensure you visit the Speaker Preparation Room **at least 3 hours prior to** the start of your session.

Please ensure you format the slides to a ratio 4:3. The following versions of Microsoft PowerPoint software will be accepted: 1997, 2000, 2003 and 2007.

If you have any questions in regards to this process please email these directly to [RSA2010@arinex.com.au](mailto:RSA2010@arinex.com.au)

### SPEAKER & CHAIR PROCEDURES

- Please be in the session room **no later than 15 minutes before** the start of your session to meet the Chair and check in with the audio visual technician.
- Your presentation will be set up ready in the room ready for the speaker or chair to click on the presenters name. If you are not familiar with this process, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the duty 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 or as directed by the Chair.
- The Chair will time your presentation and give you a warning at 2 minutes of your 15 minute presentation remaining and at time up.

## PRESENTATION TIMES

It is **extremely important** to keep the program to time for respect to the other speakers.

Should one of the presentations in your session be cancelled or the speaker is not present, the session will continue with the next speaker available even if the session finishes early. The same policy applies if a speaker should finish their presentation earlier than expected.

## SET-UP

Seats for speakers will be provided at the front of the audience from where they will be called to the lectern in sequence by the Chair. The Chair will sit at the head table. Delegates will be seated in theatre style.

## LANGUAGE

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

## FURTHER ASSISTANCE

For more information and presentation tips please visit <http://www.rsa2010.org.au/prog.php>

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

**Email:** [rsa2010@arinex.com.au](mailto:rsa2010@arinex.com.au)

**Phone:** +61 3 9417 0888

**Fax:** +61 3 9417 0899

*Thank you for your help in making the  
38th Annual Renal Society of Australasia Conference a success*

[www.rsa2010.org.au](http://www.rsa2010.org.au)