



4th Meeting of the International
Association for Dental Research

Asia Pacific Region 2019

28-30 November 2019

Brisbane Convention & Exhibition
Centre, Queensland, Australia

GUIDELINES FOR SPEAKER PRESENTATIONS

The IADR-APR 2019 Organising Committee welcomes your contribution to the 2019 Meeting.

To ensure your presentation runs smoothly, several 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

Prior to the Meeting

All presenters are required to register for the Meeting. To register please visit <https://iadr-apr2019.com/registration/> and complete the delegate registration form by the author registration deadline, **Wednesday 28 August 2019**.

ONSITE AT MEETING

Please go directly to the registration desk when you first arrive at the Meeting to collect your name badge and other related materials. From there you will be directed to the Speaker Preparation Area 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** in the Plaza Terrace Room on Plaza Level of the Brisbane Convention and Exhibition Centre. The desk will operate during the following times:

Thursday 28 November 2019... 0700 – 1745
Friday 29 November 2019 0700 – 1800
Saturday 30 November 2019 ... 0700 – 1630
Timings subject to change.

SPEAKER PREPARATION AREA

The Speaker Preparation Area is in **Mezzanine 10** on Mezzanine Level of the Brisbane Convention and Exhibition Centre.

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

Thursday 28 November 2019... 0700 – 1745
Friday 29 November 2019 0700 – 1800
Saturday 30 November 2019 ... 0700 – 1630
Timings subject to change.

Please take your presentation to the audio technician **at least 2 hours prior** to your session to ensure the presentation is checked and tested. Audio technician will be located at the back of your session room. You will be briefed on how to use the system when you meet with the audio-visual technicians.



AUDIO VISUAL REQUIREMENT

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

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016/2010 and Adobe Reader
- Microphone attached to the lectern

Internet access will not be available from the presentation computer. Please have all your videos embedded into your presentation.

Should you require additional equipment it is essential that you contact the Meeting 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

The Meeting program is now available on the [Meeting website](#), in both pdf and online interactive version. The Meeting program can also be obtained from the Meeting Mobile App, including all speakers' biographies, photos and abstracts. The program is subject to change so please ensure you keep an eye on it online.

TIME ALLOCATION

Please see below presentation duration allocated for each presentation type:

Oral Presentation	10mins presentation + 5mins Q&A
Symposium Speakers Presentation	20mins presentation (Q&A after the symposium)

The session chair will time your presentation and provide you with a **2 minute** warning before notifying you when your time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

Should another presenter in your session fail to appear, please keep to the program running order. The same policy applies should the session 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 meet in your [session room](#) **at least 15 minutes prior** to the start of the session. This will allow time for the Chairs to meet you, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.



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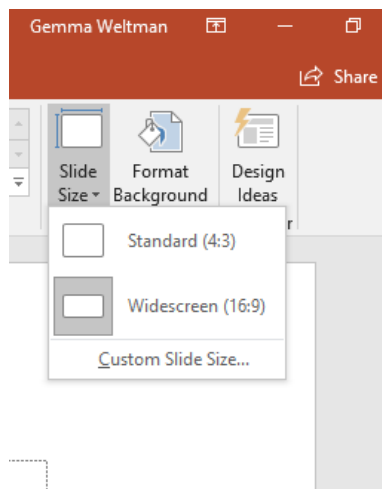
Brisbane Convention & Exhibition Centre, Queensland, Australia

POWERPOINT PRESENTATIONS

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 Congress.

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 2013/2016 choose the "design tab" then click on the "slide size" button.
2. In the drop down box, select "Widescreen (16:9)".



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

SPEAKER PROCEDURE

- Microphones will be on all the time. There is no need to switch them on.
- 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.
- Please keep track of time.

LANGUAGE

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

Thank you for your help in making the 4th Meeting of the International Association for Dental Research Asia Pacific Region 2019 a success!

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

Email: iadr-apr2019@arinex.com.au **Phone:** +61 2 9265 0700