

Information for Presenters at ICBM 2016

For Oral Presenters

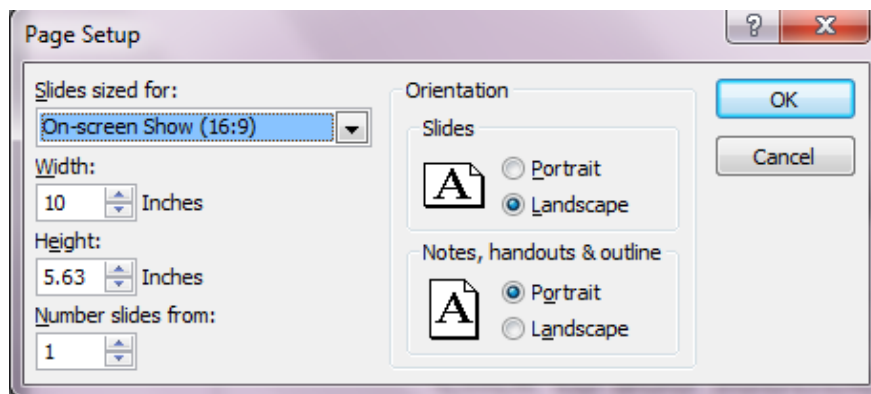
Oral Presentation format

You will have 15 minutes to present your abstract (12 minutes presentation plus 3 minutes of questions/discussion) led by the Chair of your session. Please note that you must adhere to these time limits in order for the sessions to run smoothly and on time.

You will need to bring your PowerPoint presentations on a USB stick or CD-ROM. The preferred presentation format of the 2016 ICBM Congress is MS Power Point **in the ratio of 16:9** to fit the projector screen.

To adjust your presentation in PowerPoint, please follow these steps:

1. Choose the “Design” tab then click the “Page Setup” button.
2. In the drop down box, change the slide size to “On-screen Show (16:9)” – as per the screen shot below.
3. You may need to adjust your slide content so that it doesn’t appear stretched.



Presenters wanting to use either Prezi or Keynote will need to bring their own laptops along. It is required that you advise the event organisers in advance if you will be using either of these presentation types and bringing your own computer so that the appropriate arrangements can be made with the onsite AV team.

All PowerPoint presentations must be submitted to the technical support team in the Speaker Ready Room at least **2 hours** prior to your scheduled presentation or the day before your presentation if your talk is scheduled for the morning sessions.

The presenting author is required to register for the Congress and pay the registration fee as a condition of presenting the paper. For any questions regarding registration for the Congress please contact events@psychology.org.au.

You must advise us in writing via events@psychology.org.au by **COB, 31 October 2016**.

Audio visual equipment

The following audio visual equipment is provided in each session room:

- One data projector
- One PC compatible computer
- Remote mouse for computer
- PC audio connection
- Lectern and microphone
- Microphones will remain on throughout each session. There is no need to switch them off.

Presenters are required to contact the event organisers via email events@psychology.org.au with requests for additional audio visual equipment outside the standard provision as listed above by 31 October 2016. Please note, requests for additional equipment CANNOT be guaranteed.

Uploading your presentation

All presentations will need to be provided to the audio visual technicians in the Speakers Support Centre (Meeting Room M9 and M10) for loading onto the central system at least 2 hours prior to the commencement of the sessions or the day prior if you are in the first session of the day.

The audio technicians located in the Speaker Support Centre monitor presentations via a central control point and provide technical assistance in the unlikely event of a problem occurring.

For Poster Presenters

Poster presentation format

Poster size:

- Posters must be **A0 in size and in portrait** orientation in order to fit on the poster boards.
- The allocated poster board space is 1.8m and 1m wide. The boards are lined with a material to which Velcro tape can be adhered.

Tips for Poster content:

- Each poster should include a section at the top containing the poster title, author name(s) and author affiliation(s).
- The poster title should be the same as the submitted abstract. The size of the characters for the title should be at least 2.5cm high.
- Each poster should include an Introduction/ Background, Method, Results and Conclusions. Remember these tips and tricks:
 - **Content:**
 - Less is more – don't crowd your poster with too much text or visual 'noise' – space and clean lines make your poster more attractive to readers.
 - Use a phrase to capture the message of a sentence
 - Bullet points often work well
 - Spelling and grammar are important; use active verbs, not passive
 - Guide readers with the use of simple images, graphs, and other visual cues that complement the subject matter
 - Your poster will attract more readers if it can be easily read from a distance of 1.5 to 2 metres
 - **Colour** makes your poster more attractive and simple colour themes are best
 - **Fonts:**
 - Avoid using too many font types; sans serif text is generally easiest to read (e.g. Arial, Helvetica) for headings/titles
 - Try to keep font sizes at 18 or above
 - **Layout** is important – arrange your information in a logical order of presentation so that it is easy for the reader to follow.

For Workshop Presenters

The oral presenter briefing notes above are applicable as well as the below information on handouts.

Workshop materials

In the interest of environmental sustainability, any handouts you may wish for delegates to have will need to be electronic.

These handouts are distributed to delegates registered for the workshop in the week prior to the congress. Delegates then have the option of downloading the files onto a tablet, laptop etc. or print off copies themselves. The files will need to be **received by COB, Friday 18 November 2016**.

Alternatively, you may wish to provide additional readings or handouts post workshop to delegates.