
ORAL PRESENTATION GUIDELINES

The 31st International Symposium on Cerebral Blood Flow and Metabolism 2023 Organising Committee welcomes your contribution to the 2023 Conference.

In order to ensure your presentation runs 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.

Registration Details

Prior to the Conference

All presenters are required to register and pay for the Conference. If you have not done so already, please visit <https://brain2023.au/registration/> and complete the registration form. Authors not registered by 31 May 2023 risk being removed from the Symposium program.

Onsite at the Conference

Please visit the registration desk when you first arrive at the Conference and collect your name badge and other related materials. From there you will be directed to the Speaker Preparation Room to check in with the audio visual technicians.

If you have any queries regarding the program or your presentation, please visit the registration desk located at the Great Hall Registration Desk of the Brisbane Conference and Exhibition Centre (BCEC). The desk will operate during the following times:

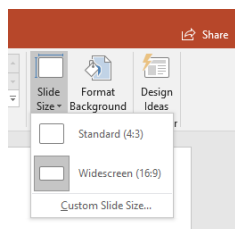
Monday 12 June 2023	0800-1700
Tuesday 13 June 2023	0800-1700
Wednesday 14 June 2023	0800-1700
Thursday 15 June 2023	0800-1600

PowerPoint Presentations

Speakers are required to bring their presentation on a USB to the Conference and to visit the speaker preparation room **at least 4 hours prior** to their allocated presentation time. This is to ensure your presentation is uploaded and tested.

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 Conference.

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



In PowerPoint 2007/2010 choose the “Design” Tab then click the “Page Setup” button. In the drop-down box, select “On-screen Show (16:9)”.

In Office 365 choose “Design” tab then select “Slide size”. Then select “widescreen 16:9”.

Note: Please aim to have a **maximum of 10 slides** to ensure that you have time to discuss each slide within your presentation time (15 minutes, including questions and speaker changeover).

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

Speaker Preparation Room

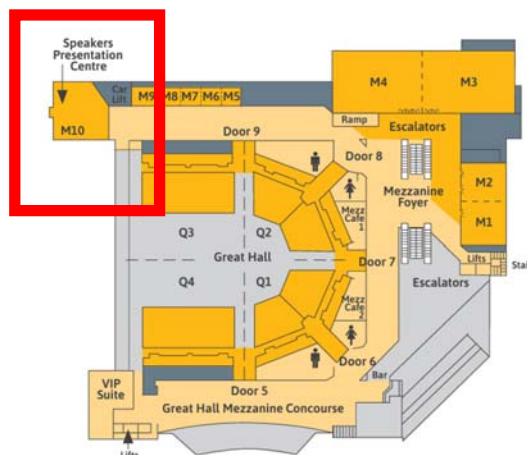
The Speaker Preparation Room is located on the venue's Mezzanine level in room Mezzanine M10.

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

Monday 12 June 2023	0800-1600
Tuesday 13 June 2023	0800-1600
Wednesday 14 June 2023	0800-1600
Thursday 15 June 2023	0800-1500

Please note, these times are estimates and are subject to change closer to the Conference.

At the Speaker Preparation Room, you will be able to prepare for your presentation, make final changes to your presentation on available computer stations, be able to view how the presentation area will be set up and receive demonstrations on use of the equipment.



All oral speakers are asked to load/check their presentation **at least 4 hours prior** to their session commencing to ensure the presentation is checked and tested.

Presentation tips

Everyone processes information differently, however we encourage you to convert text heavy slides into a visual format for the below reasons:

- 90% of the information processed by the brain is **visual**
- The human brain processes **images** 60,000 times faster than text
- Your audience is six times more likely to recall what you have presented
- 80% of people will remember what they see as opposed to 10% of that they hear and 20% of that they read

You can do this by creating diagrams, using a graph, including infographics, using photography and icons or using a hero image with a statement, quote or idea.

Embed Your Fonts

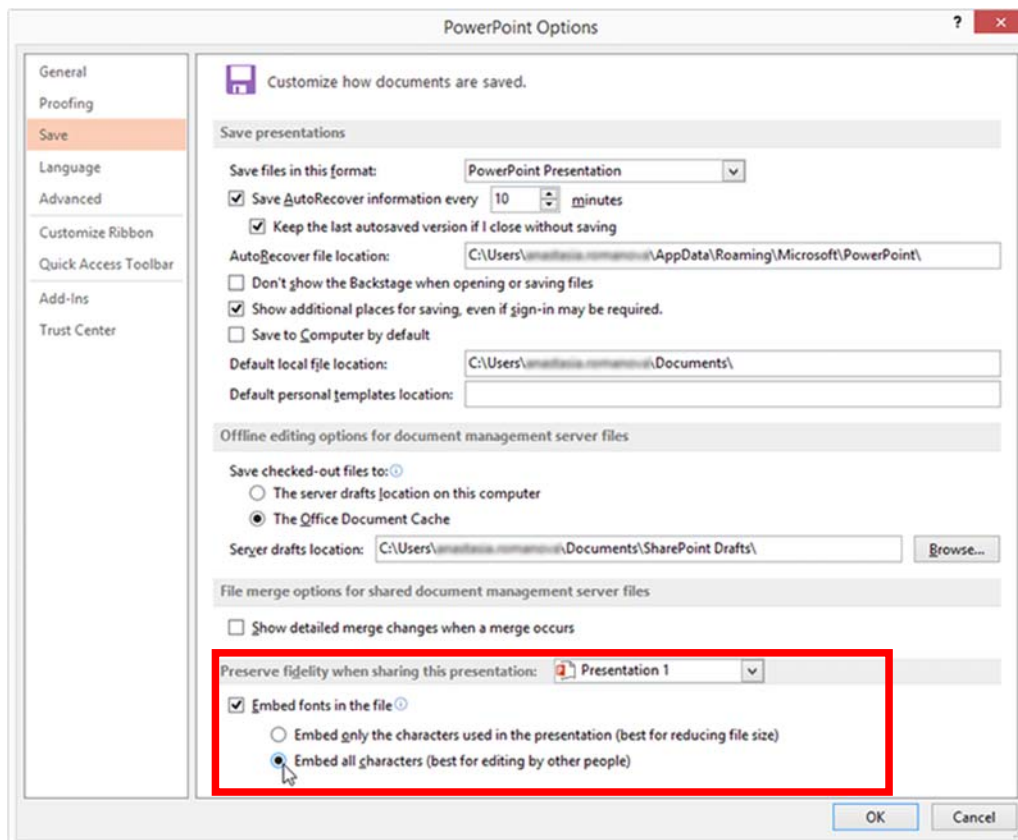
We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

To embed your font into your PowerPoint presentation:

1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that 'Embed fonts in the file' and 'Embed all characters' are both selected.
4. Click 'Okay' and then save the presentation.

Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

For a step by step video on how to embed your fonts, please [click here](#).



Audio Visual Equipment

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 2000 and Adobe Reader
- Microphone attached to the lectern

Internet access will be available from the presentation computer. Please have all your videos and fonts embedded into your presentation.

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 onsite to handle any problems that may arise.

Session Details - Check Ahead

Please visit the Conference website well ahead of time to confirm details of your session within the Conference Program. The Program is subject to change so please ensure you check the Conference App.

Time Allocation

The session time allocated is 15 minutes and is inclusive of Question-and-Answer time and any comments from the Chairperson. Please ensure that you keep to your allotted time frame. Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to.

Your Chair will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, this time should be kept blank to ensure we keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

Individual oral presentations are allocated 12 mins with 3 mins question and answer time. Please check the Conference Program to confirm your session time.

Session Venue – Arrive Early

Please assemble in your session room **at least 10 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, ask any questions, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

Speaker Procedures

- Your presentation will be available via the electronic lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. 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.

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 be seated in the reserved seats from where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

Should you have any additional needs or physical disabilities, please advise as soon as possible so that appropriate arrangements can be made.

Language

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

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

Email: brain2023@arinex.com.au **Phone:** +61 2 9265 0700

Thank you for your help in making the 31st International Symposium on Cerebral Blood Flow of Metabolism 2023 a success!