BRIEFING NOTES FOR ORAL PRESENTERS

The 2019 Renal Society of Australasia Conference Organising Committee welcome your contribution to this year’s 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 upon arrival at the conference to collect your name badge and other related materials. From there you will be directed to the Board Room (Speaker Preparation Room) where you must check in and load your presentation. If you have any queries regarding the program or your presentation, please visit the registration desk. The desk will operate during the following times:

- Wednesday 26 June 2019: 4.30pm – 5.30pm
- Thursday 27 June 2019: 7.30am – 6.30pm
- Friday 28 June 2019: 7.30am – 5.00pm
- Saturday 29 June 2019: 7.30am – 3.00pm

TIME ALLOTTED
Oral presentations are scheduled to run for 15 minutes in total. The 15 minutes is made up of a 1 minute introduction by the chair, a 12 minute presentation by the speaker and 2 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 2 minutes of questions. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

PRESENTATION TIME INSTRUCTIONS
Chair’s introduction of the speaker and the topic – maximum 1 minute
Speaker presents – total of 12 minutes
Chair to provide warning at 10 minutes
Chair provides end of presentation warning to speaker at 12 minutes, 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 2 minutes.
Total 15 minutes
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
- Q&A microphones on stands

Should you require additional equipment it is essential that you contact the RSA Office 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 Board Room (Speaker Preparation Room) to load/check your presentation at least 3 hours prior to the start of your session. Please ensure you format the slides to a ratio 16:9. If you have any questions in regards to this process, please email these directly to meetings@renalsociety.org.

The Speaker Preparation Room will operate during the following times:

- Thursday 27 June 2019 7.30am – 4.30pm
- Friday 28 June 2019 7.30am – 4.30pm
- Saturday 29 June 2019 7.30am – 10.30am

SPEAKER & CHAIR PROCEDURES

- Please be in the session room no later than 15 minutes before the start of your session to meet the chair.
- Your presentation will be set up in the room, ready for you or the chair to click on the presenters’ name which will commence the PowerPoint presentation. 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 12 minute presentation remaining and at time up.

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.

FURTHER ASSISTANCE
If you require further assistance, please contact the RSA Office on:
Email: meetings@renalsociety.org
Phone: 1300 941 480

Thank you for your help in making the 2019 RSA Annual Conference a success!