



## SPEAKER BRIEFING NOTES

The 1st International One Health Congress Organising Committee welcomes your contribution to the 2011 Congress.

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.

### REGISTRATION DETAILS

All Presenters are required to register and pay for the Congress. To register please visit the congress website and complete the delegate registration form.

### GENERAL INFORMATION

Speakers will need to register at the registration desk when they first arrive at the Congress 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 Level 1 of the Melbourne Convention Centre. The desk will operate during the following times:

Monday 14 February 2011 .....0700 – 1830  
Tuesday 15 February 2011 .....0700 – 1900  
Wednesday 16 February 2011 .....0800 – 1730

### SPEAKER PREPARATIONS ROOM

The Speaker Preparation Room will be located in Speaker Prep room 101 on Level 1. Please refer to the venue floor plan which will be included in the Congress Program Book that you will receive upon registering.

The speakers' preparation room will be open during the following times:

Monday 14 February 2011 .....0700 – 1730  
Tuesday 15 February 2011 .....0700 – 1830  
Wednesday 16 February 2011 .....0800 – 1600

Individual Oral speakers are asked to load/check their presentation **at least 24 hours prior** to their session commencing to ensure the presentation is checked and tested. The Melbourne Convention Centre has installed new electronic lecterns. You will be briefed on how to use this system when you meet with the audio visual technicians.

### SESSION DETAILS - CHECK AHEAD

Please visit the Congress website well ahead of time to confirm details of your session within the Congress Program. The Program is subject to change so please ensure you check any changes on the **program changes board**, which will be located next to the Registration Desk on Level 1.

### AUDIO VISUAL EQUIPMENT

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

- One projection screen
- One PC Compatible electronic lectern, which operates as a computer
- One data projector
- Microphone attached to the lectern
- Capabilities to play DVD's

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

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

### TIME ALLOTTED

- **Out of the Box Sessions** run for a total of 2 hours which incorporate up to 8 Individual Oral Presentations.
- **Individual Oral presentations** are allocated 12 mins with 3 mins question and answer time.

- **Invited Keynote presenters** are allocated 15/35 mins with 5/10 mins question and answer time.
- **Panel discussions** range from 45 mins to 1 hour in total.

Please check the Congress 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 and when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

It is **extremely important** to keep the program to time; for respect to other speakers and to allow delegates a chance to move between session rooms.

Should one of the presenters in your session not be present, please 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.

### SESSION VENUE – ARRIVE EARLY

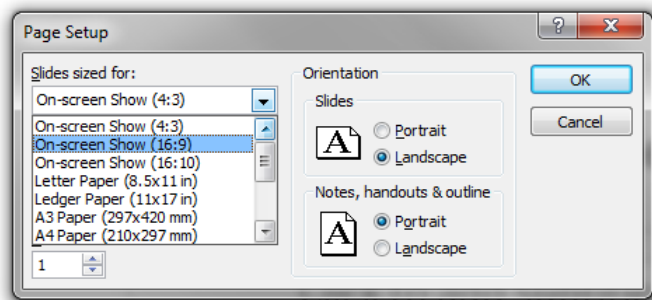
Please assemble in your **Session Room at least 10 minutes prior** to the start of the session. This will allow time for the Chairs to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

### POWERPOINT PRESENTATIONS

Speakers are strongly encouraged to email their PowerPoint presentations through to the Congress managers at [onehealth2011@arinex.com.au](mailto:onehealth2011@arinex.com.au) prior to the Congress. You **MUST** still report to the speaker preparation room **at least 24 hours prior** to your session commencing to ensure the presentation is checked and tested.

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

1. In PowerPoint 2003 Choose File → Page setup. In PowerPoint 2007 choose the “Design” Tab then click the “Page Setup” button.
2. In the drop down box, select “On-screen Show (16:9)”



You may wish to provide your PowerPoint presentation on site. If so, please ensure you visit the Speaker's Preparation Room **at least 24 hours** prior to the start of your session.

If you have any questions in regards to this process please email these directly to [onehealth2011@arinex.com.au](mailto:onehealth2011@arinex.com.au).

### 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 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.
- The Chair will time your presentation and give you a warning at 2 minutes remaining and at time up.

### SET UP

There will be reserved seating for you at the front of the room for the duration of the session. You should sit at these seats where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

### LANGUAGE

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

### HOUSEKEEPING

At times it will be necessary for housekeeping announcements <sup>2</sup> to be made at the beginning or end of sessions. These

additional announcements will be provided by the Congress Managers either in person or will be left on the lectern prior to the start of the session. We request that these announcements be made to ensure that all delegates are aware of the necessary information. Below are a few reminder announcements that can be made at the appropriate time in the session.

**MESSAGE BOARD:** Any messages received during the Congress will be displayed on the Message Board located next to the registration desk.

**PROGRAM CHANGES BOARD:** All program changes will be listed on the PROGRAM CHANGES BOARD located at the registration desk.

**SPEAKER PREPARATION ROOM:** Speakers should be reminded that their presentations MUST be handed to the technicians in the speaker preparation room located in on Level 1, well before their scheduled presentation time.

**NO SMOKING:** Please be advised that this is a non-smoking building so we ask that you please do not smoke while inside the Melbourne Convention Centre.

**CONGRESS MANAGERS:** If you have any questions please see our Congress Managers at the registration desk.

#### **ELECTRONIC CONFERENCE PROGRAM APPLICATION FOR SMARTPHONES**

The Congress will be providing an Electronic Program Application which will be available for all speakers and delegates at the Congress. This app will provide Delegates with access to the Conference Program, abstracts, personalised program, live program changes, sponsor information etc.

The application can be used on a variety of Smartphones and a variety of Operating Systems; including:

- iOS, (iPhone 3G, iPhone 3GS, iPhone 4 and Apple iPad)
- Android, (HTC, LG, Samsung, Motorola, Google and Sony Ericsson)
- Symbian (Nokia)
- Blackberry
- Microsoft Windows Mobile (HTC, LG, Samsung, Dell)

#### **FURTHER ASSISTANCE**

If you require technical speaker assistance, please email [onehealth2011@arinex.com.au](mailto:onehealth2011@arinex.com.au).

For all other enquiries, please contact the Congress Managers, **arinex** at:

**Email:** [onehealth2011@arinex.com.au](mailto:onehealth2011@arinex.com.au)

**Phone:** +61 3 9417 0888

**Fax:** +61 3 9417 0899

**Thank you for your help in making One Health 2011 a success.**