PRESENTATION GUIDELINES

1. Audio visual
Each meeting room is equipped with lectern, microphones, a PC computer and data projector and OHP. Please see your Chairpersons half an hour prior to the commencement of your Session to copy your file onto the computer in your allocated room.

Please complete the following form to indicate your projection needs and return this to the Congress Secretariat by WEDNESDAY 10 JULY 2002.

2. Speakers Lounge (Seaforth Room)
This room is open as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 15 July</td>
<td>0700 – 1700</td>
</tr>
<tr>
<td>Tuesday 16 July</td>
<td>0730 – 1700</td>
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<td>Wednesday 17 July</td>
<td>0730 – 1700</td>
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<td>Thursday 18 July</td>
<td>0730 – 1700</td>
</tr>
<tr>
<td>Friday 19 July</td>
<td>0730 - 1700</td>
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</tbody>
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It is very important that you check your presentation on the laptop in the Speakers Lounge the day prior to your presentation.

If you are using computer data projection, the computers in the presentation rooms will have the following facilities/programs: -
- CD ROM
- Office 2000
- Win 2000
- Zip 100 Drive

Please bring two copies of your presentation on Zip, CD ROM or floppy disc (see the following form). Please do not bring your presentation on your own laptop computer.

3. Presentation Tips

- Please use standard fonts such as Arial.
- Please ensure font colour is in sharp contrast to the background colour.
- If using PowerPoint, please avoid using the automatic timer feature.
- Avoid putting more on a visual than is absolutely necessary - the best visuals are those that are not quite complete and rely on the presenter to complete the picture.
- Avoid the use of UPPER CASE letters, as they are hard to read.
- If using a computer be aware that transitions from one image to another, particularly if they contain photographic images, will slow down your computer.
- Please keep to the time limit for your presentation, as indicated on the attached confirmation letter.
I require the following audiovisual for my presentation:

Speaker Name: 
Paper Name: 
Paper Number: 
Session Name: 
Room: 
Date of Presentation: 
Time of Presentation: 
Email: 

Presentation Formats:
☐ Data Projection
☐ PC  ☐ MAC

Please indicate the format of the disk/backup you will be bringing. **Please do not bring your presentation on a laptop computer, laptops will be provided for your presentation.**

☐ ZIP  ☐ CD ROM  ☐ 3.5 inch DISK  ☐ Other ________________________

**It is strongly recommended that you bring a backup of your presentation on OHP’s.**

☐ OHP’s

Other requirements: ____________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Speaker Biography:

☐ Please supply a short biography to your chairperson prior to your presentation.

*Please forward any inquiries to icpp2002@icmsaust.com.au*

PLEASE FAX BACK TO THE CONGRESS SECRETARIAT NO LATER THAN WEDNESDAY 10 JULY 2002 (+61 2) 9251 3552