4th International One Health Congress & 6th Biennial Congress of the International Association for Ecology and Health
3-7 December 2016
Melbourne Convention and Exhibition Centre
www.oheh2016.org

GUIDELINES FOR ORAL PRESENTATIONS

The Organising Committee of the 4th International One Health Congress & 6th Biennial Congress of the International Association for Ecology and Health welcomes your contribution to the 2016 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 guidelines ahead of time** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Congress
All presenters are required to register for the Congress by **26 August 2016**. To register please visit www.oheh2016.org/registration and complete the online delegate registration form. There is no special registration rate for speakers.

Onsite at the Congress
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 in the main foyer outside plenary 1 at the Melbourne Exhibition Centre. The desk will operate during the following times:

Saturday 3 December 2016	15:00 – 18:00
Sunday 4 December 2016	07:00 – 18:00
Monday 5 December 2016	07:00 – 17:00
Tuesday 6 December 2016	07:30 – 17:00
Wednesday 7 December 2016	07:30 – 16:00

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located on Level 1 in **Speaker Room 101**. Please refer to the venue floor plan which will be included in the electronic Congress Program App that you will be able to download one week prior to the event or upon registering at the desk.

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

Sunday 4 December 2016	07:00 – 16:30
Monday 5 December 2016	07:00 – 16:30
Tuesday 6 December 2016	07:00 – 16:30
Wednesday 7 December	07:00 – 14:00

If you are uploading your presentation on Saturday 3 December 2016, you will need to do this in the Plenary Room.

All oral presenters are asked to load/check their presentation onsite at the Congress. We recommend uploading your presentation **24 hours prior**, but must be received at least 2 hours prior to your session. You will be briefed on how to use the system when you meet with the audio visual technicians.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every room at the Congress:
- Projection screen and data projector
- One presentation computer with Windows OS, Office 2007/2010 and Adobe Reader
- Microphone attached to the lectern
- Capabilities to play DVD's

Overhead and Slide Projection will not be available.

Internet access will not be available from the presentation computer.

Should you require additional equipment it is essential that you contact the Congress Managers to discuss your requirements. We will try to accommodate requests, however this cannot be guaranteed.

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

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 located at the registration desk onsite.

TIME ALLOCATION

Individual oral presentations are allocated 12 minutes including question and answer time. It is the responsibility of the speaker to allocate time within the 12 minutes for question and answer. In the interest of fellow speakers, 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.

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.

Be aware that when your designated presentation plus question time is due, your presentation will automatically be stopped (slides will no longer advance) regardless of whether you have finished or not. This is necessary due to the density of presentations each day. The chairperson will manage this process and you will be asked to step down from the stage without answering any questions from delegates to be fair to the subsequent presenters who can then start on 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 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

The program committee have recommended that all oral presenters' PowerPoint files are uploaded in the speaker preparation room **24 hours prior** to the commencement of the session. For the presentation testing and review please ensure your presentation is received at least 2 hours prior to your session.

Please note; the computers in the speaker preparation room are Windows-based laptops (not Macintosh).

The program committee **strongly** discourages the use of videos and animations. If you choose to ignore this advice and use videos or animations, they must be embedded in the PPT file, and cannot be linked to independent files.

Where a presenter wishes to present from their own computer, MAC or PC, the lectern has both a VGA and HDMI connection. Presenters are to supply their own adaptors if required. The preferred presentation method however is for presenters to provide their slides on a USB to the AV technician who will load it onto the PC located at the lectern.

All presentations must be in a PPT format, pdf files cannot be uploaded.

Please note; prior to finalising your presentation, when saving the presentation in PowerPoint check the box "Embed TrueType Fonts". This avoids problems if you are using any exotic fonts not present on the presentation machine.

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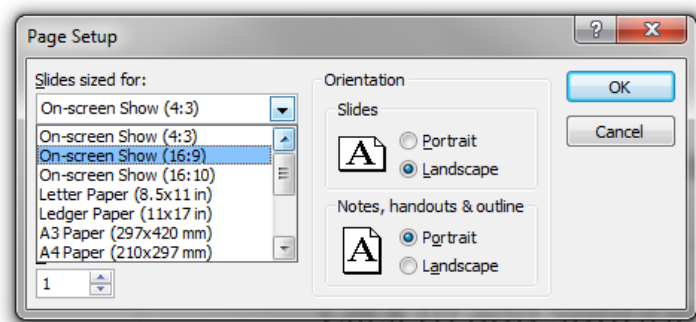
SPEAKER PROCEDURES

- 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.
- Keep track of time.

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 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**.

Thank you for your help in making the OHEH 2016 Congress a success.
For further details or assistance, please contact the Congress Managers.

OHEH 2016 Congress Managers
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