



## BRIEFING NOTES FOR MINI ORAL PRESENTERS

The Organising Committee welcomes your contribution to the XXII International Congress of The Transplantation Society 2008. 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 briefing notes ahead of the Congress** to assist in ensuring your presentation runs smoothly.

### GENERAL INFORMATION

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

If you have any queries regarding the program or your presentation, please visit the Program enquiries desk in the Parkside Foyer on Level 1. The desk will operate during the following times:

Saturday 9 August	07:00 – 17:00
Sunday 10 August	07:00 – 18:00
Monday 11 August	07:00 – 17:00
Tuesday 12 August	07:00 – 17:00
Wednesday 13 August	07:00 – 17:00
Thursday 14 August	07:00 – 17:00

### 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 on site.

### TIME ALLOTTED

Please check the Congress Program to confirm your session time and the time allocated for your presentation.

In the interest of fairness, please ensure that you keep to your allotted time frame of **3 minutes** plus **2 mins** question and answer time.

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

### SPEAKER PREPARATION ROOM

The Speaker's Preparation Room is located in **Bayside Room 109** on Level 1 of the Sydney Convention Centre and will operate at similar times to the registration desk. The room will be open during the following times:

Saturday 9 August	07:00 – 17:00
Sunday 10 August	07:00 – 18:00
Monday 11 - Wednesday 13 August	06:00 – 18:00
Thursday 14 August	07:00 – 17:00

## **AUDIO VISUAL EQUIPMENT**

The following Audio Visual equipment will be in every mini oral booth at the Congress:

- One Screen
- One PC Compatible computer
- Lectern and Microphone

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

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

## **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**

PowerPoint presentations to accompany your talk must be emailed to **ACRS** at [transplantation@epresenter.com.au](mailto:transplantation@epresenter.com.au). **Early submission is strongly encouraged.**

**If you are submitting your PowerPoint presentation on site, please ensure you visit the Speaker's Preparation Room at least 1 hour prior to the start of your session.**

If you have any questions in regards to this process please contact **ACRS** directly.

## **SPEAKER PROCEDURES**

- 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 the problem and it 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 when you have 2 minutes remaining and when time is 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.**

## **FURTHER ASSISTANCE**

If you require further assistance, please contact the Congress Managers, The Meeting Planners at:

**Email:** presenterstts@meetingplanners.com.au

**Phone:** +61 2 8221 8813

**Fax:** + 61 2 9929 5573

**Thank you for your help in making the  
XXII International Congress of the Transplantation Society Sydney 2008  
a success.**