

## ORAL PRESENTATION GUIDELINES

The 22nd International Workshop on Campylobacter, Helicobacter and Related Organisms 2024 (CHRO) Organising Committee welcomes your contribution to the CHRO 2024 Conference.

To ensure 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 Conference

All presenters are required to register and pay for the Conference. If you have not yet registered, please visit <https://chro2024.com/registration/>

#### Onsite at the Conference

Presenters must visit the registration desk located in in the Level 2, Central Foyer of the Perth Convention and Exhibition Centre when first arriving at the Conference, to collect your name badge and allocated poster board number.

If you have any queries regarding the program or your presentation, please visit the registration desk which will operate during the following times:

Monday 7 October 2024.....0700 - 1730  
 Tuesday 8 October 2024.....0730 - 1730  
 Wednesday 8 October 2024 . .....0730 - 1430

### POWERPOINT PRESENTATIONS

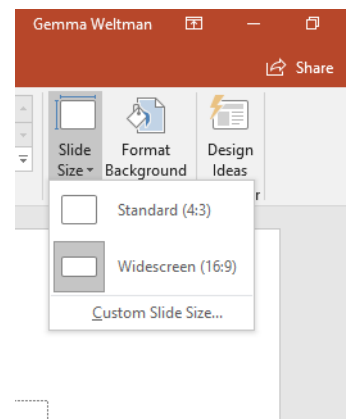
Speakers are required to bring their presentation on a USB to the Conference and to visit the speaker preparation room **at least 2 hours prior** to the allocated presentation time. This is to ensure your presentation is uploaded and tested.

Presentations must be completed in Microsoft PowerPoint. Should your presentation be in Mac format, it is imperative that this be converted to PC format prior to arrival at the Conference.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:

1. In PowerPoint or Office 365 choose the "design tab" then click on the "slide size" button.
2. In the drop down box, select "Widescreen (16:9)".

You will be briefed on how to use the equipment when you meet with the audio-visual technicians.



If you upload your presentation via the speakers' portal, it is recommended you visit the speaker preparation room to check your presentation and receive further information as applicable.

## EMBED YOUR FONTS

We encourage you to use standard fonts, either Calibri or Ariel.

## SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located in Meeting Room 12 of the Perth Convention and Exhibition Centre.

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

Monday 7 October 2024.....0700 - 1730

Tuesday 8 October 2024.....0730 - 1730

Wednesday 8 October 2024 . .....0730 - 1430

*Please note, these times are estimates and are subject to change closer to the Conference.*

At the Speaker Preparation Room, make final changes to your presentation on available computer stations, be able to view how the presentation area will be set up and receive demonstrations on use of the equipment.

All oral speakers are asked to load/check their presentation **at least 2 hours prior** to their session commencing to ensure the presentation is checked and tested.

## AUDIO VISUAL EQUIPMENT

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

- Projection screen and data projector
- One presentation computer with Windows OS, Office and Adobe Reader
- Microphone attached to the lectern

**Internet access will be available from the presentation computer. Please have all your videos and fonts embedded into your presentation.**

Should you require additional equipment it is essential that you contact the Conference 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 Conference website well ahead of time to confirm details of your session within the Conference Program. The Program is subject to change so please ensure you check the Conference App for the most up to date program.

## TIME ALLOCATION

The session time allocated is 20 minutes and is inclusive of Question-and-Answer time and any comments from the Chairperson. Please ensure that you keep to your allotted time frame. Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to.

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.

Individual oral presentations are allocated 15 mins with 5 mins question and answer time. Please check the Conference Program to confirm your session 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 your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

## 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 at all times. 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.

## LANGUAGE

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

If you require further assistance, please contact the Conference Managers at:

**Email:** [chro2024@arinexgroup.com](mailto:chro2024@arinexgroup.com) **Phone:** +61 8 9486 2000

**Thank you for your help in making CHRO 2024 a success!**