



SPEAKER BRIEFING NOTES Oral & Symposia Presentations

The International Society for Behavioural Nutrition and Physical Activity welcomes your contribution to the 2011 Annual Meeting.

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.

GENERAL INFORMATION

Speakers will need to register at the registration desk when they first arrive at the Meeting 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 2 of the Melbourne Convention and Exhibition Centre. The desk will operate during the following times:

Wednesday 15 June 20110900 – 2030
 Thursday 16 June 20110700 – 1900
 Friday 17 June 20110730 – 1800
 Saturday 18 June 20110730 – 1500

SPEAKER PREPARATIONS ROOM

The Speaker Preparation Room will be located in Speaker Prep room 101 on Level 2. Please refer to the venue floor plan which will be included in the Meeting Program Book that you will receive upon registering.

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

Wednesday 15 June 20110800 – 1930
 Thursday 16 June 20110700 – 1800
 Friday 17 June 20110730 – 1800
 Saturday 18 June 20110730 – 1400

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 and Exhibition 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 Meeting website well ahead of time to confirm details of your session within the Meeting 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 2.

AUDIO VISUAL EQUIPMENT

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

- 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. Please bring your own laser pointer if you wish to use one. A technician will be available to handle any problems that may arise.

TIME ALLOTTED

- **Plenary Presentations** are allocated 40 mins with 10 mins question and answer time
- **Individual Oral presentations** are allocated 12 mins with 3 mins question and answer time.
- **Symposia** Time allocation needs to be confirmed with the symposium chairperson as this will depend on the number of presenters in each symposium.
- **Keynote Debate** will run for 1 hour in total.

Please check the Final Meeting 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

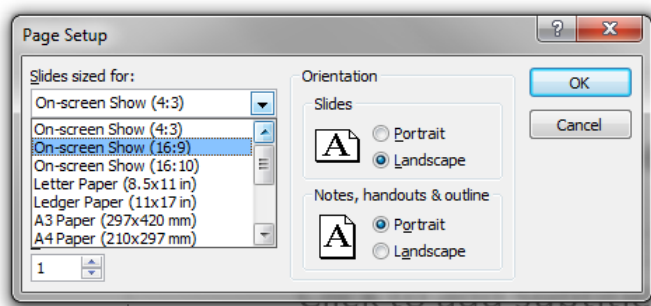
Please assemble in your **Session Room at least 10 minutes prior** to the start of the session. This will allow time for the Chairs to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

POWERPOINT PRESENTATIONS

You **MUST** 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)”



If you have any questions in regards to this process please email these directly to isbnpa2011@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.

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 Meeting language is English. **All presentations must be made in English.**

FURTHER ASSISTANCE

If you require technical speaker assistance, please email ISBNPA2011@arinex.com.au.

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

Email: ISBNPA2011@arinex.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

Thank you for your help in making the 2011 Annual Meeting of ISBNPA a success.