



## SPEAKER BRIEFING NOTES

The Scientific Program Committee for the New Directions in Leukaemia Research 2018 Meeting (NDLR) welcomes your contribution to the Meeting program.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided to you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

### REGISTRATION DETAILS

#### Prior to the Meeting

All presenters are required to register and pay for the Meeting prior to arriving onsite. To register, please visit <http://ndlr2018.com/registration/> and complete the online registration form.

#### Onsite at the Meeting

Speakers will need to collect their delegate materials at the registration desk when they first arrive at the Meeting.

The registration desk is located in the Plaza Foyer of the Brisbane Convention and Exhibition Centre. The desk will operate during the times below:

Sunday 25 March 2018	1100 - 1830
Monday 26 March 2018	0700 - 1900
Tuesday 27 March 2018	0800 - 1800
Wednesday 28 March 2018	0800 - 1300

### UPLOADING YOUR PRESENTATION

**Please note that there will not be a dedicated speakers' preparation room available onsite.**

All speakers must upload their presentation/s in the Session Room that they are presenting in. Please visit the AV technician in the back of the session room with your USB to upload your presentation. Please refer to the Program and Venue floor plan which will be included in the Program Book that you will receive upon registering onsite.

### POWERPOINT PRESENTATIONS

Please ensure your presentation is in **16:9** and not 4:3 size scale. This is to avoid black areas on either side of your presentation. To adjust your presentation slides, 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. In PowerPoint 2013/2016 choose 'Design' → slide size.
2. In the drop down box, select the 16:9 option for your presentation.

If you are using an alternative program to create your presentation, the size scale setting can usually be found under 'Page Setup'. Please notify the technician in the Speaker Preparation Room if you have used an alternative program to ensure this is compatible with the equipment onsite.

If you have any questions in regards to this process, please email us as soon as possible via [ndlr@arinex.com.au](mailto:ndlr@arinex.com.au).

### AUDIO VISUAL EQUIPMENT

The following audio visual equipment will be in every room at the Meeting:

- Projection screen and data projector
- One lectern with presentation computer (Windows OS)
- Microphone attached at the lectern

Overhead and Slide Projection will not be available.

Internet access will be available from the lectern at a very slow speed. This means that viewing websites will be possible, however playing videos directly from the internet will require a dedicated connection.

*Should you require additional equipment or internet capabilities it is essential that you contact the Meeting Managers to discuss your requirements. In some instances, internet content is restricted through the venue's internet server. If you require access to particular websites during your presentation, please discuss the requirements with the Meeting Managers in advance. We will try to accommodate requests, however this cannot be guaranteed.*

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

## SESSION DETAILS - CHECK AHEAD

Please visit the Meeting website to confirm your session time within the 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 or refer to the most up to date program on the website.

## TIME ALLOCATION

The length of your presentation time is outlined in the program; this allocation includes **3 minutes question and answer time** with the audience.

In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The session chairperson 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.

## 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 chairperson to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

## SPEAKER PROCEDURES

There will be an AV technician in constant attendance within the venue. Following is a brief explanation of the audio visual procedures onsite at the Meeting:

- Please visit the AV technician in the back of the session room with your USB to upload your presentation
- Your presentation will be available via the laptop at the lectern.
- Microphone at the lectern will be on all the time. There is no need to switch it 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.
- Keep track of time. Please be aware of what warnings your session chairperson will give you about your presenting time and when these will occur.

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

**Thank you for your help in making NDLR 2018 a success.**

**New Directions in Leukaemia Research 2018 Meeting**

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