

## Oral Presentation Guidelines

FFN Global Congress 2022

20 – 22 October 2022

Melbourne Convention and Exhibition Centre (MCEC), Australia

<https://www.ffnglobalcongress2022.com.au/>



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# ORAL PRESENTATION GUIDELINES

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The Fragility Fracture Network Global Congress (FFN) Organising Committee welcomes your contribution to the 2022 Congress.

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 guidelines ahead of time** to ensure your presentation is successful.

## REGISTRATION DETAILS

### Prior to the Congress

All presenters are required to register and pay for the Congress. Please register via the website here:

<https://www.ffnglobalcongress2022.com.au/registration/>.

If you are unable to attend in person, please email the Congress Managers ASAP

at [ffncongress2022@arinex.com.au](mailto:ffncongress2022@arinex.com.au) to request consideration for a virtual presentation. If approved, you will be given a virtual registration link to confirm your participation in the program.

### Onsite at the Congress

Please visit the registration desk when you first arrive at the Congress and collect your name badge and other related materials. From there you will be directed to the Speaker Preparation Room to 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 **Level 1 Foyer, Convention Centre area of the Melbourne Convention and Exhibition Centre**. The desk will operate during the following times:

### Registration desk opening times:

Wednesday, 19 October 2022	14:00 – 17:00
Thursday, 20 October 2022	07:30 – 17:00
Friday, 21 October 2022	08:00 – 19:30
Saturday, 22 October 2022	08:00 – 12:30

*\*Times are subject to change.*

## Oral Presentation Guidelines

FFN Global Congress 2022

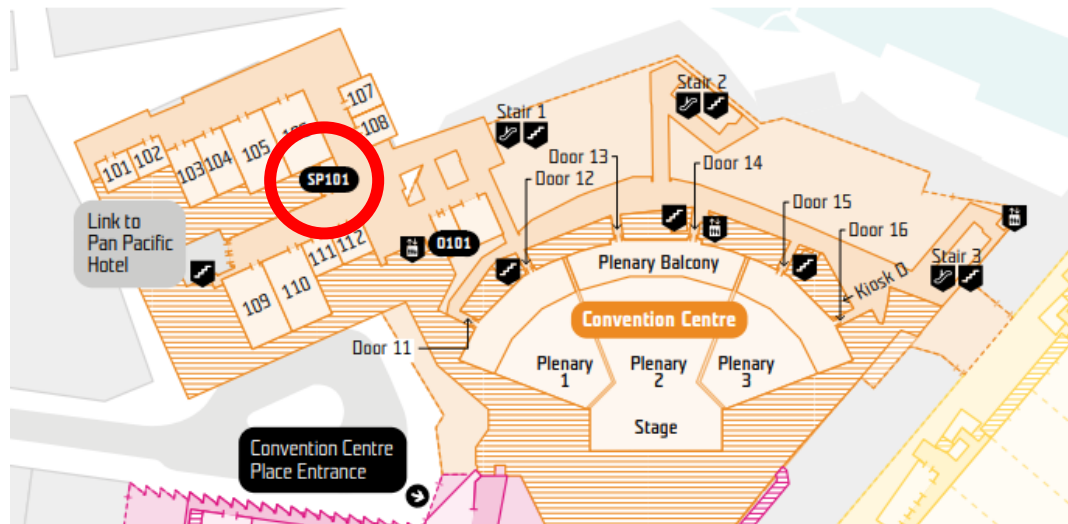
20 – 22 October 2022

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### SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located at **Speaker Room 101, Level 1, Convention Centre, MCEC.**



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

Thursday 20 October 2022	07:30 – 16:00
Friday 21 October 2022	08:00 – 16:30
Saturday 22 October 2022	n/a – speakers to visit AV team in Plenary Room

*\*These times are estimates and are subject to change closer to the Congress.*

All presenters are asked to load/check their presentation **at least 1 hour prior** to their session commencing to ensure the presentation is checked and tested. At the Speaker Preparation Room, you will be able to prepare for your presentation, make final changes to your presentation, be able to view how the presentation area will be set up. The Melbourne Convention and Exhibition Centre has installed electronic lecterns. You will be briefed on how to use this system when you meet with the audio-visual technicians.

### POWERPOINT PRESENTATIONS

Presenters are required to bring their presentation on a USB to the Congress.

Please note: 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 Congress. Please ensure your **PowerPoint Presentations are in 16:9 format**. To adjust your slides, prior to creating your presentation, please follow these steps:

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FFN Global Congress 2022

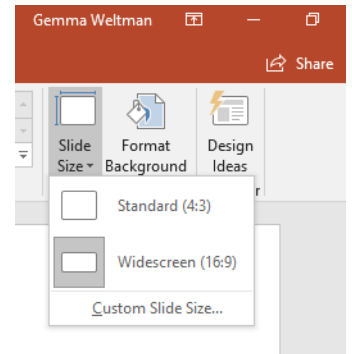
20 – 22 October 2022

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1. In PowerPoint 2013/2016 choose the “design tab” then click on the “slide size” button. In PowerPoint 2007/2010 choose the “Design” Tab then click the “Page Setup” button. In PowerPoint 2003 Choose File > Page setup.
2. In the drop-down box, select “Widescreen (16:9)”.
3. Note: Please aim to have a maximum of 15 slides to ensure you have time to discuss each slide within your presentation time.



## EMBED YOUR FONTS

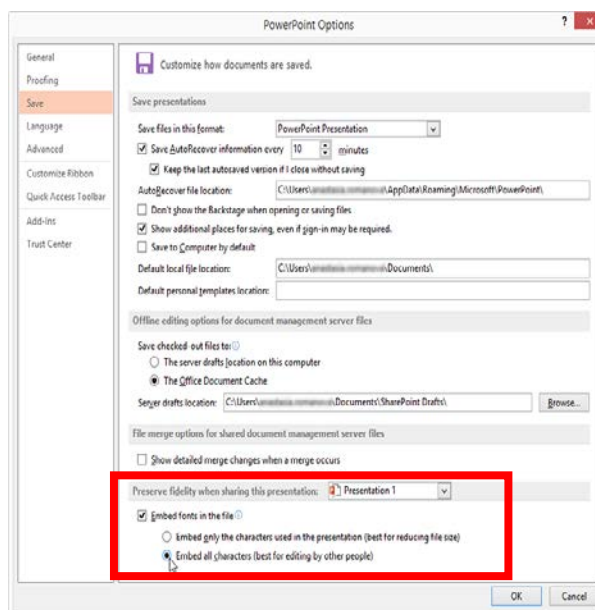
We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

To embed your font into your PowerPoint presentation:

1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right-hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that ‘Embed fonts in the file’ and ‘Embed all characters’ are both selected.
4. Click ‘Okay’ and then save the presentation.

Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

For a step-by-step video on how to embed your fonts, please [click here](#).



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### PRE-RECORDED PRESENTATIONS (by request/approval only)

If you have been approved for a remote/virtual presentation via pre-recording, please refer to the [FFN Congress 2022 – Pre-Recording Guidelines](#).

### AUDIO VISUAL EQUIPMENT

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

- Projection screen and data projector
- Electronic Lectern with in-built display screen.
- 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 Congress Managers to discuss your requirements. We will try to accommodate requests; however, this cannot be guaranteed.

A technician will be available in the session room to handle any problems that may arise during your talk.

### 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 regularly.

### TIME ALLOCATION

The session time allocated is 12 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.

Your 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 your slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, the program running order will be maintained. 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.

## Oral Presentation Guidelines

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### 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.

### PRESENTATION TIPS

Everyone processes information differently; however, we encourage you to convert text heavy slides into a visual format because of the below reasons:

- 90% of the information processed by the brain is **visual**
- The human brain processes **images** 60,000 times faster than text
- Your audience is six times more likely to recall what you have presented
- 80% of people will remember what they see as opposed to 10% of that they hear and 20% of that they read

You can do this by creating diagrams, using a graph, including infographics, using photography and icons, or using a hero image with a statement, quote or idea.

### 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 in these reserved seats from where you be called to the lectern in sequence by the Chairperson. Delegates will be seated in theatre style. Should you have any additional needs or physical disabilities, please advise as soon as possible so that appropriate arrangements can be made.

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## 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 FFN Global Congress 2022 a success.

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

**FFN 2022 Congress Managers**

**Email:** [ffncongress2022@arinex.com.au](mailto:ffncongress2022@arinex.com.au)

**Phone:** +61 7 9265 0700

**Website:** <https://www.ffnglobalcongress2022.com.au/>