

Guidelines for Speakers

- When preparing your presentation slides, the preferred aspect ratio in all conference rooms is 16:9.
- You are advised not to include any hyperlinks in your presentation as presentation laptops **will not** be connected to the internet
- The Speaker's Preparation Room is M4. It will be staffed during the conference hours to assist you in uploading your presentation.
- Please bring your presentation loaded onto a clearly labelled USB, to the Speaker's Prep. Room M4, **at least one hour prior** to the start of your session (and earlier if possible)
- Please advise the staff in Speaker's Prep. if you have any embedded video or audio files.
- Please arrive at your presentation room at least 15 minutes prior to the start of the session. Your session chair will be on-hand to greet you and introduce your fellow speakers.
- The Conference Programs and speaker bios can be found online [here](#).
- Conference Secretariat: Registration Desk **0414 358 028**

Opening Hours:

- Saturday 3rd August 7:30am – 5pm—17:00
 - Sunday 6th August 7:30am – 5pm
 - Monday 5th August 7:30am – 5pm
 - Tuesday 6th August 7:30am – 4pm
- The Conference Venue:

Crown Towers, Perth
+61 8 9362 8888

W: <https://www.crownhotels.com.au/crown-towers-perth/en>