

ORAL PRESENTATION GUIDELINES

PRESENTATION DETAILS

1. There are varying presentation lengths depending on the type of session you are presenting in within the program. Your presentation length will be included in your final oral presentation details letter.
2. Presentation files should be prepared in wide screen format with an aspect ratio of **16:9**.

It is recommended that presenters use the official APLAR-ARA 2019 PowerPoint presentation template which can be [downloaded here](#).

LOADING YOUR PRESENTATION

All presentations will be networked to the presentation rooms; therefore you need to ensure your presentation is loaded **at least 3 hours prior to your speaking time**. **It will not be possible to use your own laptop or USB for your presentation.**

1. Speakers should bring their presentation saved on a USB stick.
2. Please ensure your presentation is saved using the following naming convention: Day_Room_Time_Surname, First name e.g. **Thu_RoomM1&M2_1030_Smith, John**.
3. All speakers are required to pre-load their presentations at least **3 hours prior** to their individual speaking time.
4. Please visit the Speaker Presentation Room M10 located on the Mezzanine level of the Brisbane Convention and Exhibition Centre (BCEC) to upload your presentation.
5. **Fonts:** please ensure you bring a copy of any unusual fonts you require.
6. 3rd Party Software: bring a copy of any industry specific software that you may require.

If you have any questions please contact info@aplar2019.com

MOVIES AND SOUND FILES

1. If you have movies or sound files in your PowerPoint presentation, please embed these within your PowerPoint – do not use hyperlinks.
2. Please bring a copy of the sound or movie files on a USB in case they are lost on different versions of PowerPoint or have become corrupt during transit.
3. So that the integrity of your files can be checked through the congress network, please advise the speakers' preparation technician that you have movie and/or audio files immediately upon your arrival at the Brisbane Convention and Exhibition Centre.
4. Ensure that you have the correct AVI codecs saved with the video/audio file presentation. The technicians within the Speaker Presentation Room can assist with this and download any missing codec files from the Internet but this takes time, so it is in your best interests to advise the technician that you have embedded video files as soon as possible.

If you have any questions please contact info@aplar2019.com.