

**19th International Microscopy Congress**  
**9-14 September 2018**  
**International Convention Centre (ICC), Sydney Australia**  
[www.imc19.com](http://www.imc19.com)

## **GUIDELINES FOR MINI ORAL PRESENTATIONS**

The 19th International Microscopy Congress Organising Committee welcomes your contribution to the 2018 Congress.

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

### **REGISTRATION DETAILS**

#### **Prior to the Congress**

All presenters are required to register and pay for the Congress. All presenters are required to register and pay for the Congress. Please refer to your acceptance letter email for instructions on how to register as a speaker.

#### **Onsite at the Congress**

Speakers will need to register at the registration desk when they first arrive at the Congress to collect their name badge and other related materials.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on the ground floor of the International Convention Centre (ICC). There is also a registration desk located outside Exhibition hall 2. The desks will operate during the following times:

Sunday 9 September 2018..... 1400 - 1800  
Monday 10 September 2018 ..... 0700 - 1730  
Tuesday 11 September 2018 ..... 0700 - 1730  
Wednesday 12 September 2018.... 0700 - 1730  
Thursday 13 September 2018 ..... 0700 - 1730  
Friday 14 September 2018 ..... 0700 - 1415

### **TIME ALLOCATION**

You will be given an opportunity to give a **3 minute oral presentation** + 1 minute of question and answer time to summarise your digital poster (please refer to [separate guidelines](#) for digital posters). The time and date of your mini oral presentation will be uploaded to the website in due course.

A session moderator will provide a brief introduction of yourself to the audience for your mini oral presentation. A timer will be embedded in your digital poster to assist with keeping to time. A warning will be provided 1 minute prior to your presentation ending.

### **LOCATION OF MINI ORAL THEATERETTES**

Mini oral presentation theaterettes will be located in exhibition hall 2 in the International Convention Centre (ICC). The Congress Managers will advise you of your allocated position closer to the Congress and forward a copy of the floor plan.

## SESSION DETAILS - CHECK AHEAD AND ARRIVE EARLY

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 any changes on the IMC19 Congress app.

Please assemble at the designated mini oral theaterette **at least 10 minutes prior** to the start of the session. This will allow time for the session moderator to liaise with the speakers and explain the digital poster terminal and arrangements for questions/discussion following the conclusion of your presentation.

## SPEAKER PROCEDURES

- Your presentation will be available via the digital poster terminal.
- 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.
- Keep track of time.

## LANGUAGE

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

**Thank you for your help in making the 19th International Microscopy Congress a success.  
For further details or assistance, please contact the Congress Managers.**

**19th International Microscopy Congress Managers  
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