



19th International Microscopy Congress
9-14 September 2018
International Convention Centre (ICC), Sydney Australia
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. 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.

The **registration desk** will be located outside Exhibition Hall 2 & on the Ground Level Foyer of the Convention Centre.

Registration desk opening times:

Exhibition Hall 2 Registration Desk

Thursday 6 September 2018	0700 – 1700
Friday 7 September 2018	0700 – 1700
Saturday 8 September 2018	0700 – 1700
Sunday 9 September 2018	0700 – 1800

Ground Floor Foyer and Exhibition Hall 2 Registration Desk

Sunday 9 September 2018	1400 – 1800
Monday 10 September 2018	0700 – 1730
Tuesday 11 September 2018	0700 – 1730
Wednesday 12 September 2018	0730 – 1730
Thursday 13 September 2018	0730 – 1730
Friday 14 September 2018	0800 – 1330

**The Exhibition Hall 2 Registration Desk will not be open on Friday 14 September*

Exhibition Hall 2 Registration Desk Phone: +61 2 9215 7387

Ground Floor Registration Desk Phone: +61 02 9215 7283

We encourage you to register as early as possible to allow for easy access to the opening of the Congress. **Please bring your confirmation letter with the barcode on it.** You will need to provide this (either a printed copy or on your mobile device) at the registration desk for your name badge to be printed. Your barcode will be sent in a separate email during the week prior to the Congress.



PROGRAM ENQUIRES

If you have any questions regarding the program or your mini oral presentation, please visit the Program Enquiries Desk which will be located on Level 4 of the Convention Centre, outside the Speaker Preparation Room.

Program Enquiries Desk operating hours:

Monday 10 September 2018	0700 – 1630
Tuesday 11 September 2018	0700 – 1630
Wednesday 12 September 2018	0700 – 1630
Thursday 13 September 2018	0700 – 1630

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 and please ensure that you use the digital poster template available to download at www.imc19.com/program). **Please note that for your mini oral presentation plus digital poster you are only required to upload a digital poster and you are not required to submit any presentation.** All digital posters must be uploaded to the online portal by **30 August 2018**.

Mini oral presentations will take place during lunchtime on **Monday 10 September – Thursday 13 September 2018**, and dedicated poster viewing sessions on **Monday 10 September – Wednesday 12 September 2018**.

For presentation times and locations, please refer to the program in the IMC19 Congress app or the mini oral [program](#) on the website. Please note that your abstract accepted as a mini oral presentation plus digital poster will only be scheduled in the mini oral program, not in the digital poster program.

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. The timer will start flashing after 3 minutes. You should then commence your 1 minute of question and answer time when you see the timer flashing. After the timer counts down to zero your digital poster will shut off and this will be the end of your allocated 4 minutes.

LOCATION OF MINI ORAL THEATRETTES

There will be 4 mini oral presentation theatrettes located in Exhibition Hall 2 in the International Convention Centre (ICC). A floor plan showing the location of theatrettes is available [here](#). The floor plan will also be available in the IMC19 Congress app.

SESSION DETAILS - CHECK AHEAD AND ARRIVE EARLY

Please visit the Congress [website](#) well ahead of time to confirm details of your mini oral presentation 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 mini oral presenters and explain the digital poster terminal and arrangements for questions/discussion following the conclusion of your presentation.



SPEAKER PROCEDURES

- Your digital poster 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 mini oral presentation.
- Keep track of time.

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 19th International Microscopy Congress a success.
For further details or assistance, please contact the Congress Managers.**

**19th International Microscopy Congress Managers
Arinex Pty Ltd
Level 10 / 51 Druitt Street
Sydney NSW 2000, Australia
Tel: +61 2 9265 0700 / Email: imc19@arinex.com.au**