

19th International Microscopy Congress
9-14 September 2018
International Convention Centre (ICC), Sydney Australia
www.imc19.com

GUIDELINES FOR INVITED SPEAKER 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 presentation is successful.

REGISTRATION DETAILS

Prior to the Congress

All invited speakers are required to register for the Congress. If you have not already registered, please register as soon as possible. Please refer to the communications from the Congress Managers for instructions on how to register.

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. From there you will be directed to the Speaker Preparation Room where you must check in with the audio visual technicians.

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.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room will be located **outside of rooms C4.6 and C4.7 on level 4 of the ICC (Convention Centre)**. Please refer to the venue map in the Congress app for the exact location.

Speaker Preparation Room 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

All speakers are asked to load/check their presentation **at least 2 hours prior** to their scheduled session time and preferably the day before to ensure their presentation is uploaded, checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians in the Speaker Preparation Room.

PROGRAM ENQUIRES

If you have any questions regarding the program or your invited speaker presentation, please visit the Program Enquiries Desk which will be located on Level 4 of the Convention Centre, outside the Speaker Preparation Room. The Program Enquiries Desk will operate during the same times as the Speaker Preparation Room.

AUDIO VISUAL EQUIPMENT

The following audio visual equipment will be in every session room at the Congress:

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Microphone attached to the lectern
- Internet access will be available from the presentation computer
- Laser pointers will be provided

Should you require additional equipment it is essential that you contact the Congress Managers as soon as possible to discuss your requirements. We will try to accommodate requests, however this cannot be guaranteed. A technician will be available to handle any problems that may arise.

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 the IMC19 Congress app onsite at the Congress for the most up to date program.

TIME ALLOCATION

Invited speakers are allocated 30 minutes (25 minutes plus 5 minutes for question and answer time). In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The chair will time your presentation and provide you with a warning at **5 minutes** remaining of your 25 minute talk and when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time. An automatic timer will be embedded within your

presentation to assist with keeping to time. Please note that the automatic timer will countdown from the beginning of your talk until the end of your 30 minute time slot.

Should one of the presenters in your session not be present, please keep to the program running order and times. The same policy applies if the session or speaker should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

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 the chairs to liaise with the speakers, explain the seating allocation and arrangements for questions/discussion following the conclusion of your presentation.

POWERPOINT PRESENTATIONS

Types of presentations allowed:

- PowerPoint format (16:9 .PPT/.PPTX) only and video will be accepted and must be embedded into the .PPT or .PPTX file. Any video included must be viewable within your presentation time if this is part of your presentation. Please follow the links below for additional help with embedding video into your PowerPoint presentation:
 - [Preview video in full screen](#)
 - [Auto play video](#)
- PDF Presentation format (16:9)
- Online Presentations such as: Prezi, Sway (URL shared with view permission to anyone)

Speakers are strongly encouraged to upload their presentations via the speakers' portal located in the same portal you used to submit your abstract:

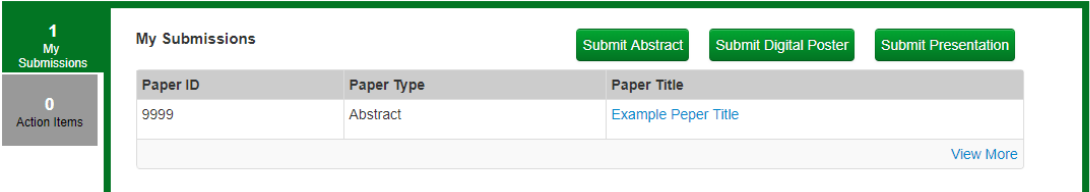
<https://imc19-c10000.eorganiser.com.au/index.php?r=site/login>

If you wish to upload your presentation via the speakers' portal you will need to do so before 23:59 AEST on Wednesday 5 September 2018. After this date you will need to upload your presentation in the Speaker Preparation Room at the Congress.

Please note: If your presentation is larger than 500MB, please bring your presentation on a USB Memory Stick to the Congress instead of uploading it to the speakers' portal.

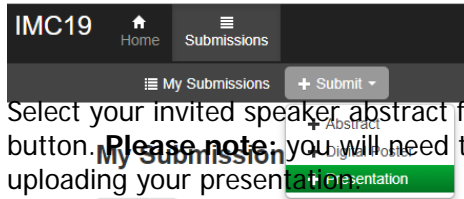
Please follow the below steps to upload your presentation to the speakers' portal

1. Log into the speakers' portal using your author login details: <https://imc19-c10000.eorganiser.com.au/index.php?r=site/login>. If you already have an author account, please use the password that you have already set up. If you have forgotten your password, you can select the 'Forgotten your password?' link to reset it. If you have never used the system, you should have received an email to verify your email address and set up your password. If you experience any issues trying to log in, please contact support@eorganiser.com.au.
2. From the home screen select the green button "Submit Presentation".

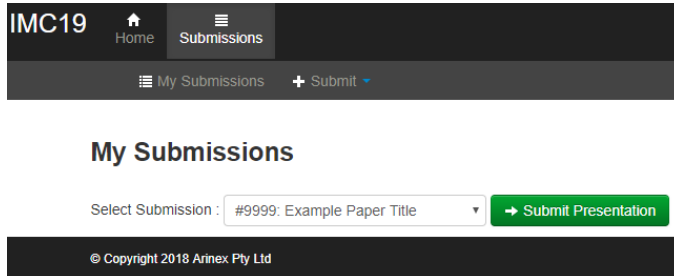


Paper ID	Paper Type	Paper Title
9999	Abstract	Example Paper Title

Alternatively, you can click on "Submissions" near the top of the screen and then select' "+ Submit" and "+ Presentation" as per the screenshot below:



3. Select your invited speaker abstract from the drop down and click the “Submit Presentation” button. **Please note: you will need to submit your abstract for your invited talk prior to uploading your presentation.**



4. Upload your presentation in .PPT, .PPTX or PDF format. Please note that we cannot accept MAC presentations. Should your presentation be in MAC format, it is imperative that this be converted to .PPT or .PPTX format. If your presentation is an online presentation such as Prezi or Sway, please select ‘Online Presentation’ instead of ‘File’ and enter your presentation URL.
5. Select whether you give permission for audio/video recording during your presentation and whether you give permission for your presentation to be used post-conference in PDF format.
6. When you are ready to submit your presentation, select the green “Submit” button at the bottom of the screen.
7. Once your presentation has been submitted a note will appear near the top of the screen which states “Thank you for submitting your presentation. This will be made available at the congress”. On the “Presentation” tab the status will now be listed as “Submitted”. You will also receive a presentation submission confirmation email.

Presentations should be uploaded to the speakers’ portal by **23:59 AEST on Wednesday 5 September 2018**, however if you have problems doing so you may bring your presentation on a USB memory stick to the Congress. Please ensure you visit the Speaker Preparation Room **at least 2 hours** prior to the start of your session or preferably the day before. Please note that we cannot accept MAC presentations. Should your presentation be in MAC format, it is imperative that this be converted to .PPT or .PPTX format prior to arrival at the Congress.

Please note: Standard PowerPoint and PDF Presentations need to be adjusted to fit the projector to avoid black edges on slides. Please ensure your PowerPoint or PDF Presentation is in 16:9 and **not** 4:3. To adjust your presentation in PowerPoint, please [click here](#) to follow these steps.

If you upload your presentation via the speakers’ portal, you are still required to visit the speaker preparation room at least 2 hours prior to your session commencing to check your presentation and receive further information if applicable.

Please note that **personal laptops are not permitted** to be used for your presentation in the session.

If you have any questions, please email these directly to imc19@arinex.com.au.

If you do not have PowerPoint installed

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

- Please [click here](#) to download OpenOffice.
- Please [click here](#) for further information on using OpenOffice.

SPEAKER PROCEDURES

- Your presentation will be available via the laptop at the lectern. If you are not familiar with this equipment, visit your session room early or ask at 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.
- Keep track of time.

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 seats from where you will be called to the lectern in sequence by the chair. Delegates will be seated in theatre style.

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.

**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**