



**Dietitians Australia  
2022 Conference**

Adelaide, Sunday 14 - Tuesday 16 August

*Be bold*

## PRESENTER GUIDELINES

Thank you for accepting our offer to present at the upcoming Dietitians Australia Conference, 14-16 August 2022 at the Adelaide Convention and Exhibition Centre, Adelaide. This presenter guidelines document will provide you with some assistance and guidance on planning for your presentation.

All speakers are requested not to promote their own products during their presentation. If you would like to discuss this with the conference organisers please email [da@thinkbusinessevents.com.au](mailto:da@thinkbusinessevents.com.au).

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**For further information please contact:**  
**Email: [da@thinkbusinessevents.com.au](mailto:da@thinkbusinessevents.com.au)**  
**Phone: +61 3 9417 1350**

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## Submit your presentation online prior to the conference

As a presenter, you are responsible for your own presentation material. We ask that your presentation is submitted prior to the conference via Dropbox by 5:00pm AEDT Friday 5 August.

To submit your presentation, please paste the following link in a web browser and drag and drop your files: <https://www.dropbox.com/request/x1xGWjPqFQmSZLtcIZT>. You will be able to view & edit your presentation in the Speaker Preparation Room prior to your presentation time.

## IMPORTANT: How to name and send your recordings

Please name your recording in the following format:

FullName\_PresentationDate\_PresentationTime

Example: SimoneBouton\_11112020\_1100am

## FINAL REMINDERS

Task	Due Date
Presentation is submitted prior to conference	<b>5.00 pm, Friday 5 August 2022</b>
Any requirements beyond the standard audio-visual equipment, email your request to <a href="mailto:da@thinkbusinessevents.com.au">da@thinkbusinessevents.com.au</a>	<b>5.00 pm, Friday 15 July 2022</b>

Please also bring a copy of your presentation on a USB stick to the conference.

## SPEAKER PREPARATION ROOM

All presenters are required to check into the Speaker Preparation Room in the Skyway Foyer at least two hours prior to their session (or the day before) to ensure their presentations, videos and images can be opened, load quickly, and are networked onto the conference AV network.

Presentations will be networked to the rooms; therefore, you need to ensure your presentation is loaded prior to your speaking time. **It will not be possible to use your own laptop or USB for your presentation.**

An AV technician will be available to assist you to check your presentation, to make any finishing touches, and to run through a final preview.

## The Speaker Preparation Room will be open during the following hours:

Sunday 14 August 2022	7.00am – 5.30pm
Monday 15 August 2022	7.30am – 5.30pm
Tuesday 16 August 2022	7.30am – 4.30pm

## ARRIVAL AT YOUR SESSION

We ask that you are in your session room 15 minutes before the scheduled start time of your session. On arrival at the session room, please introduce yourself to your Session Facilitator at the

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AV

who will brief you on any last-minute details.

desk

You may also want to:

- Discuss how and when to distribute handouts (if you have brought them with you)
- Update the chair on your bio if it has changed before your submission
- Learn how to use the AV equipment
- Discuss how Q&A and discussion time will be managed

Your presentation submitted will have already been forwarded to your session room. Please take your seat either in the allocated reserved seating at the front of the room or on stage if part of a panel discussion.

## ABOUT YOUR PRESENTATION

### Preparing your presentation

Please read below for additional instructions regarding the formatting of your presentation.

- The conference audio visual will use Microsoft Office PowerPoint.
- The aspect ratio of the PowerPoint presentation should be **16:9**.
  - To change the standard set up of your PowerPoint presentation please follow these instructions:
  - Click on the Design tab at the top of the PowerPoint document
  - Select the first option of Page Setup which will bring a pop-up box on the screen
  - Use the drop-down box to select 16:9 ratio.
- If your presentation was created on a MAC and converted to run on a PC, you must convert your files (eg. Quicktime etc) to AVI or WMV files. Please test it before you come to the Conference.  
Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR).
- Any video clips within your presentation are to be in either AVI or WMV format playable in PowerPoint. Please check that the video has been tested before the presentation to ensure it loads quickly enough during the presentation.
- As presentations will be screening from a computer via a projector, presentations with large file sizes or photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.
- Be sure to save the multimedia files on the same memory storage device as your presentation. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.
- Please ensure that you have permission to use all images used within your presentation.

If your presentation contains any images, movie files or sound, please ensure that you embed these files into your presentation. We would also suggest you bring these files with you as a precaution in

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the event of problems when checking the compatibility of your presentation with the audio-visual technicians in the Speaker Preparation Room.

### Font size and colour

Please use large fonts to ensure all participants can read the presentations on the screen. We recommend:

- Headers at Arial 32 point
- Text Arial 24 Point

Depending on the background colour of your slides, please use an appropriate text colour. We prefer black text, however white text is better suited to some darker backgrounds. The main goal is to obtain contrast between light and dark not between colours.

Background colours should be DARK, i.e. **black**, **dark blue**, very **dark green**, very **dark purples** with LIGHT type or vice versa.

**RED** should be avoided unless used boldly on a light background. If red is the background, use mainly clear (white) bold type. Thin red lines on graphs or small red printing against dark backgrounds should be avoided at all times. The human eye is unable to focus clearly on red.

### Tips for accessible presentation slides

- **Avoid too much text on each slide.**
- **Use an easy-to-read font face.** Don't use fancy fonts that are difficult to read.
- **Use built-in slide layouts correctly** to ensure that your files have correctly-structured headings and lists, proper reading order, etc.
- **Use good colour contrast.** Avoid poor contrast between background and text. Some people print out slide handouts in black and white, so a strong light/dark contrast is essential.
- **Avoid blank lines.** Instead of creating spacing between paragraphs by inserting blank lines, use the line spacing option to insert space.
- **Avoid complex tables** if possible (e.g. tables with multiple rows of column headers). Consider separating complex tables into multiple single tables.
- **Avoid text boxes.** Do not insert text boxes on blank slides. If built-in slide layouts are available in the presentation software you are using add content to the text boxes contained in the built-in layouts.
  
- **Provide captions and text transcript for multimedia content.** When presentations contain video or audio content, captions and text transcript must be provided.
- **Avoid slide transitions and text animations.** Don't use transitions between slides and elements in each slide (e.g., bullets in a list flying onto the screen). These can be distracting to users with disabilities.
- **Give each slide a title.** Make sure every slide includes a descriptive title.

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## Tips for presentation delivery

When preparing and delivering your session, remember the following:

- Use simple language that is clear and direct. Avoid cliché and unnecessary jargon.
- Use multiple communication methods for different learning styles, for example use a mixture of verbal communication and supporting pictures and diagrams.
- Describe pertinent parts of graphics, videos, and other visuals. Describe them to the extent needed to understand the presentation. (You usually do not need to describe decorative images.)
- Discuss displayed text. This does not mean that you have to read the slide exactly as it is, it just means that you discuss the visual information in what you say.
- Make text and important visuals big enough to be read even from the back of the room. This includes graphics on slides, videos, posters, and other non-electronic material.

## Presentation length

Your presentation time has been advised to you in your initial acceptance email along with the session you are presenting within.

Please ensure that your presentation does not go over your allocated time, as every minute that you go over your presentation time is a minute less for presenters later in the program. We ask all presenters to be respectful towards fellow session presenters.

**Please note that we will publish your slides post-conference unless advised otherwise. Please email [da@thinkbusinessevents.com.au](mailto:da@thinkbusinessevents.com.au) if you do not wish your slides to be published.**

## AUDIO VISUAL EQUIPMENT

Unless otherwise requested, each session room will be set up with theatre style seating. Lectern, clicker and data projection equipment will be included as standard AV in all session rooms.

Each presenter is responsible for advancing their own slides during their presentation.

If you have requirements beyond the standard audio-visual equipment provided, please email your request to [da@thinkbusinessevents.com.au](mailto:da@thinkbusinessevents.com.au) by 5.00 pm, Friday 15 July 2022. Requests cannot be guaranteed and will not be considered after this date.

## PUBLISH AND BROADCAST LICENCE

**By agreeing to present at the Dietitians Australia 2022 Conference:**

- I promise that the content of my presentation is my original work.  
If Third Party Material is used, I promise it does not and will not breach any existing Intellectual Property or a third party's Intellectual Property or Moral Rights.

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- I consent to the use of my name, likeness, voice and biographical material about me for the purpose of publicity and promotion of current and future conferences.
- I consent to still photography, video and audio record to be taken of me during my presentation. I permit Dietitians Australia to disseminate these communications and my presentation slides as produced in any and all formats and all media whether now known or later devised throughout the world including being provided to delegates of current and future conferences.
- I will procure consent from my employer, for my employer's logo to be used on conference promotional material and presentation slides.
- I agree to indemnify and hold harmless Dietitians Australia, their employees and contractors against any claims arising out of my presentation, such as copyright infringement, defamation and misrepresentation.

If you would like to limit the use of your image/audio or discuss any of the questions above, please email [da@thinkbusinessevents.com.au](mailto:da@thinkbusinessevents.com.au) by **Friday 15 July 2022**.

## REGISTRATION

All presenters must be registered for the Dietitians Australia 2022 Conference. Early bird registrations close on Friday 17 June 2022. If you have not already registered, this can be done online [via this link](#).

## ARRIVAL AT THE CONFERENCE

On arrival, please complete pick up your name badge from the Registration kiosks. You may then make your way to the Speaker Preparation Room where you can upload / edit your presentation.

The Registration kiosks and Information desk is located in the Ground Level Foyer of the Adelaide Convention Centre.

### Opening hours are as follows:

Sunday 14 August 2022	7.00am – 5.30pm
Monday 15 August 2022	7.30am – 5.30pm
Tuesday 16 August 2022	7.30am – 4.30pm

If for any reason you are delayed or unable to present on the day, email [da@thinkbusinessevents.com.au](mailto:da@thinkbusinessevents.com.au) so any necessary adjustments may be made.

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