GUIDELINES FOR ORAL PRESENTATIONS

The International Association of Forensic Sciences (IAFS) 2023 Organising Committee welcomes your contribution to the 23rd Triennial Meeting.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided. Please take the time to **read these guidelines ahead of time** to ensure the success of your presentation.

Registration Details

Prior to the Meeting
All presenters are required to register and pay for the Meeting. If you have not yet registered, please click here to register and complete the delegate registration form and payment. If you are not already registered you risk your paper being removed from the program as the registration deadline has passed.

Onsite at the Meeting
Please visit the registration desk when you first arrive at the Meeting and collect your name badge and other related materials. From there you will be directed to the *Speaker Preparation Room* to check in with the audio-visual technicians.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on the ground level of the Convention Building of the International Convention Centre Sydney (ICC Sydney).

Registration desk opening times:

Monday 20 November	1700 – 1900
Tuesday 21 November	0700 – 1700
Wednesday 22 November	0800 – 1700
Thursday 23 November	0800 – 1700
Friday 24 November	0800 – 1600

* Please note that these times are indicative and are subject to change closer to the Meeting.

PowerPoint Presentations

Please note: Standard PowerPoint presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides**. Please ensure that your PowerPoint Presentations are in 16:9 format** and not 4:3. To adjust your presentation, please follow these steps.
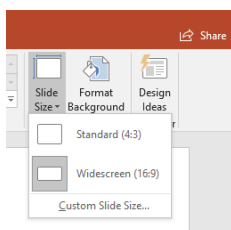
In PowerPoint choose "Design" tab then select "Slide size". Then select "widescreen 16:9".

Note: Please aim to have a **maximum of 10 slides** to ensure that you have time to discuss each slide within your presentation time (15 minutes, including questions and speaker changeover).

If you have any questions in regard to this process please email these directly to iafs2023@arinex.com.au

Speaker Preparation Room

The Speaker Preparation Room is located on the ground level of the ICC Sydney, behind the registration desk. Please ask the registration team to assist you in finding the speaker preparation room if you are not sure.

The Speaker Preparation Room will be open during the following times:

Tuesday 21November	0800 – 1600
Wednesday 22 November	0800 – 1600
Thursday 23 November	0800 – 1600
Friday 24 November	0800 – 1500

Please note that these times are indicative and are subject to change closer to the Meeting.

In the Speaker Preparation Room, there are computers for you to use to finalise your presentation if required. Technicians will assist you in uploading your presentation as well as demonstrating how to use the A/V equipment provided in the session rooms.
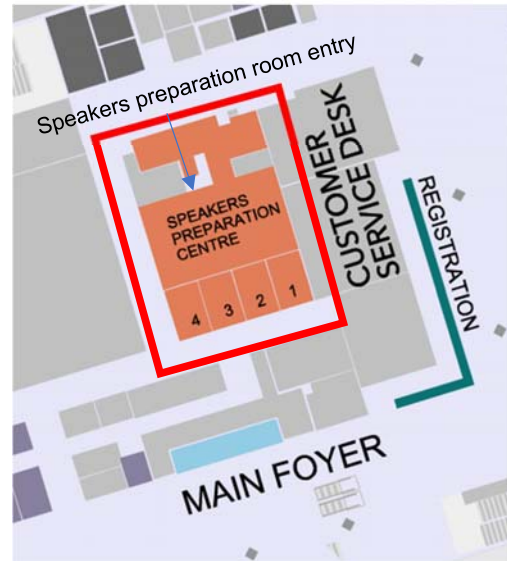
All oral speakers are asked to load/check their presentation **at least 2 hours prior** to their session commencing to ensure that the presentation is checked and tested.

Even if you are speaking on subsequent days, please visit the speaker preparation room the day prior if time permits.

Audio Visual Equipment

The following audio-visual equipment will be in every room at the Meeting:
- Data projector and screen
- One presentation computer with Mircrosoft and Adobe Reader
- Microphone attached to the lectern
- Laser pointer and clicker

Limited internet access will be available from the presentation computer. It is recommended that any videos are embedded into your presentation (technicians in the speaker preparation room can assist you with this if required).

Should you require additional equipment it is essential that you contact the Meeting 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 during each session.

Session Details - Check Ahead

Please visit the Meeting website well ahead of time to confirm details of your session within the Meeting Program. The Program is subject to change so please ensure that you check the Meeting App for any updates right up to the start of your session.

Time Allocation

The time allocation for your presentation is 15 minutes (12 minutes plus Q&A time) and is inclusive of any comments from the Chairperson as well as changeover with the following presenter.

To keep the overall program on schedule, **please ensure that you keep to your allotted time frame**.

The Chairperson will time your presentation and provide you with a warning at **2 minutes** remaining by showing you a yellow card. When time is up, the Chairperson will show you a red card and you need to wrap up your presentation. We recommend that you rehearse your presentation with slides in advance to ensure that your presentation fits within the allotted time. Please aim to have a **maximum of 10 slides** to ensure you have time to discuss each slide within your presentation time.

Should one of the presenters in your session fail to attend, please keep to the stated program running schedule (i.e., the same start/finish times for each presentation). This will allow delegates to move between sessions to attend other presentations at their scheduled times.

Session Venue – Arrive Early

Please assemble in your session room **at least 15 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, explain the seating setup, and discuss arrangements for questions/discussion following the conclusion of your presentation.

Speaker Procedures

- Your presentation will be available via the electronic lectern. If you are not familiar with this equipment, visit your session room early or go to 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. Please do not switch them off.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. If a problem should arise please continue with your presentation as there will not be additional time allocated.
- Keep track of time.
- Please sit at the front of the room for the duration of the session. Delegates will be seated in theatre style

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Presentation Tips

Everyone processes information differently, however we encourage you to convert text heavy slides into a visual format due to the below reasons:
- 90% of the information processed by the brain is **visual**
- The human brain processes **images** 60,000 times faster than text
- Your audience is six times more likely to recall what you have presented in visual format
- 80% of people will remember what they see as opposed to 10% of that they hear and 20% of that they read

You can do this by creating diagrams, using a graph, including infographics, using photography and icons or using a hero image with a statement, quote or idea.

Awards

You will have the opportunity to receive a Best Oral Presentation Award that is available for each Discipline (one award per Discipline).

Awardees will be selected based on the quality of the underlying research (or case study), the quality of the presentation (e.g. speaker clarity and quality of the PowerPoint slides), relevance to the meeting, and the overall contribution to the Discipline.

The awards will be announced during the Gala Dinner.

Embed Your Fonts

We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

To embed your font into your PowerPoint presentation:
1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that *'Embed fonts in the file'* and *'Embed all characters'* are both selected.
4. Click 'Okay' and then save the presentation.

Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

For a step by step video on how to embed your fonts, please click here.
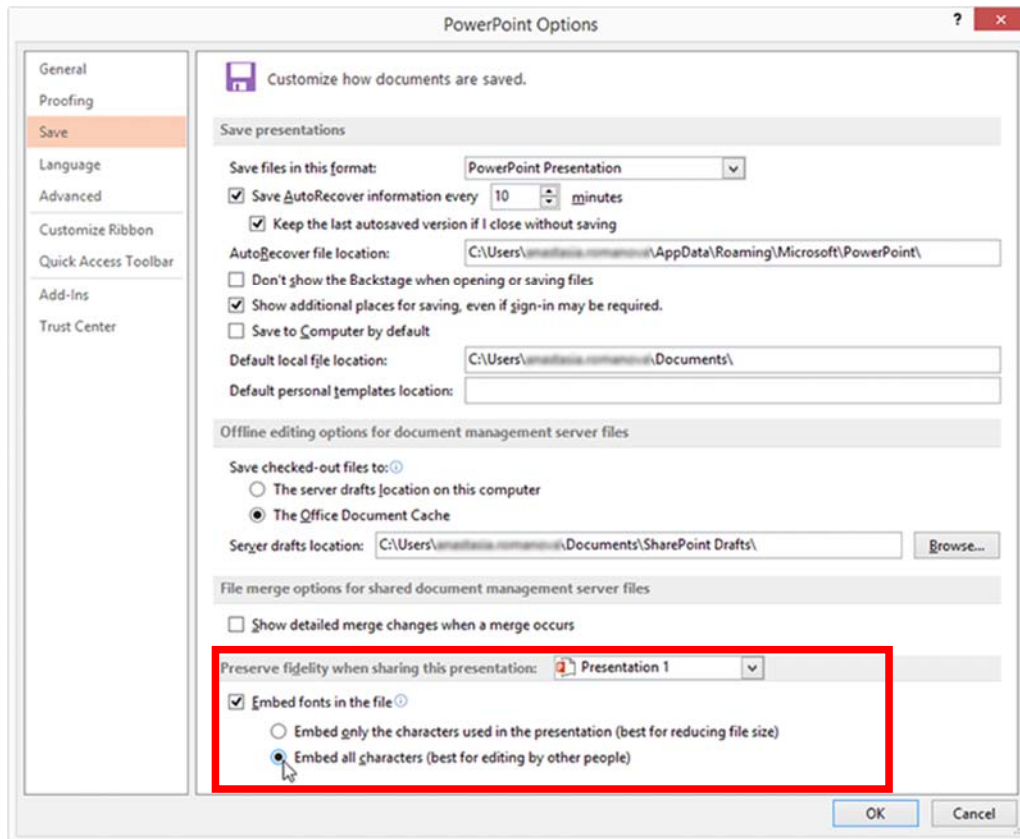
Language

Please note that the official Meeting language is English.
All presentations must be in English.

Thank you for your help in making IAFS 2023 a success.

For further details or assistance, please contact the Meeting Managers.

IAFS 2023 Meeting Managers
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