

ISVEE17

11-15 November 2024 • Sydney, Australia
International Convention Centre Sydney

17th International Symposium on Veterinary Epidemiology and Economics 2024
Veterinary epidemiology and economics down under in leaps and bounds



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ORAL PRESENTATION GUIDELINES

The 17th International Symposium on Veterinary Epidemiology and Economics Organising Committee welcomes your contribution to the 2024 Symposium.

In order to ensure 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 Conference

All presenters are required to register and pay for the Symposium. If you have not done so already, please visit <https://isvee17.com.au/> and complete the registration form. All authors must be registered and paid by 10 May to avoid being removed from the program.

Onsite at the Conference

Please visit the registration desk when you first arrive at the Symposium 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 floor of the Convention Centre of the ICC Sydney. The desk will operate during the following times:

Monday 11 November 2024.....0730 - 1800

Tuesday 12 November 2024.....0800 - 1730

Wednesday 13 November 20240800 - 1300

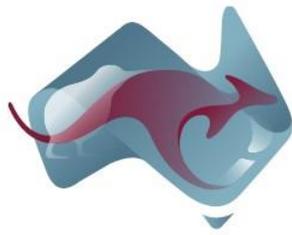
Thursday 14 November 2024...0800 - 1730

Friday 15 November 2024..... 0800 - 1730

PowerPoint Presentations

Speakers are required to bring their presentation on a USB to the Symposium and to visit the speaker preparation room **at least 4 hours prior** to the allocated presentation time. This is to ensure your presentation is uploaded and tested. Presentations must be completed in Microsoft PowerPoint.

Should your presentation be in Mac format, it is imperative that this be converted to PC format prior to arrival at the Symposium.



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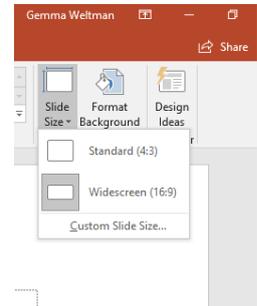
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Note that the projector screens at the venue will be in 16:9 format.

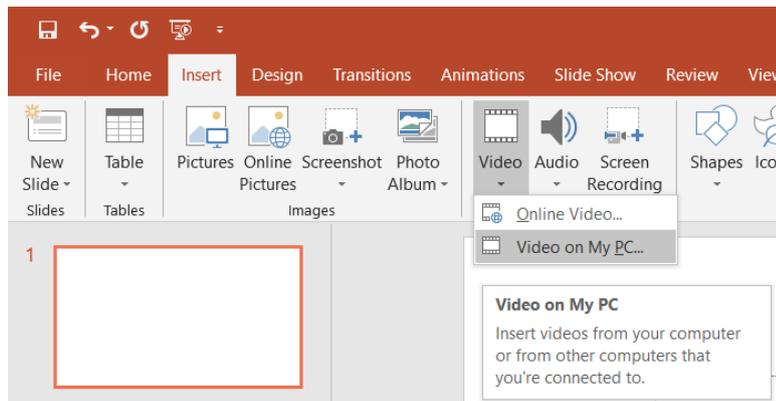
1. In PowerPoint or Office 365 choose the “design tab” then click on the “slide size” button.
2. In the drop-down box, select “Widescreen (16:9)”.

You will be briefed on how to use the equipment when you meet with the audio-visual technicians.



Embed Video in PowerPoint:

To insert video in PowerPoint from your computer, click the “Insert” tab of the Ribbon. Then click the “Video” drop-down button in the “Media” button group. Then select the “This Device...” command from the drop-down menu. Alternatively, to insert video in PowerPoint from your computer, click the “Insert Video” button in a slide content placeholder.



After doing either action, the “Insert Video” dialog box then appears. Use this dialog box to navigate to and select the video file to insert. To then embed the selected video, click the “Insert” button in the “Insert Video” dialog box.

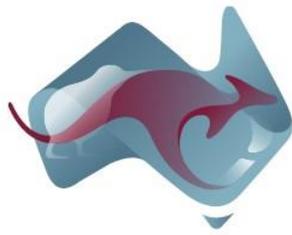
Alternatively, to link to the selected video, click the drop-down arrow next to the “Insert” button and then select the “Link to File” choice from the drop-down menu that appears.

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.

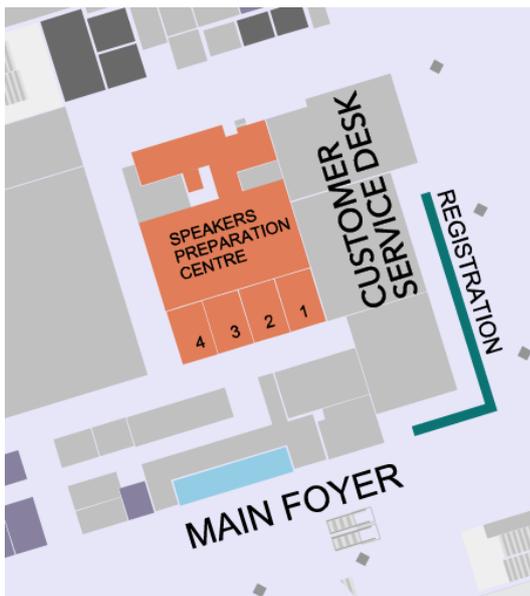
Speaker Preparation Room

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:

Monday 11 November	0800 - 1600
Tuesday 12 November	0800 - 1600
Wednesday 13 November	0800 - 1200
Thursday 14 November	0800 - 1600
Friday 15 November	0800 - 1500

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



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

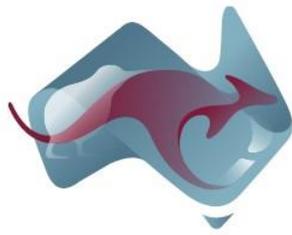
The following Audio-Visual equipment will be in every room at the Symposium:

- Projection screen and data projector
- One presentation computer with Windows OS, Office and Adobe Reader
- Microphone attached to the lectern

Internet access will be available from the presentation computer. It is still recommended that any videos are embedded into your presentation.

Should you require additional equipment it is essential that you contact the Symposium Managers 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.



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Session Details - Check Ahead

Please visit the Symposium website well ahead of time to confirm details of your session within the Symposium Program. The Program is subject to change so please ensure you check the Symposium App for the most up to date program.

Time Allocation

The session time allocated is 15-minute presentation, comprising of a 12-minute presentation and 3 minutes for question-and-answer time and any comments from the Chairperson. Please ensure that you keep to your allocated time frame. Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to.

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.

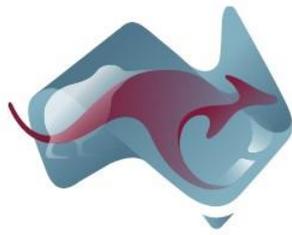
Should one of the presenters in your session not be present, please keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

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 your Chair to liaise with the speakers, explain the seating set up and 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. While this is being done you should continue with your presentation.
 - 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.

Language

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

If you require further assistance, please contact the Symposium Managers at:

Email: isvee17@arinexgroup.com **Phone:** +61 2 9265 0700

Thank you for your help in making the ISVEE17 Symposium a success!