PRESENTATION SUBMISSION GUIDELINES

- The time allotted for oral presentations (including any discussion) is in the range(s) of **15-20 minutes**. Conveners will adhere to a strict schedule. We strongly encourage you to ensure that you can cover the main points of your presentation in the time allotted, and to have ready your concluding words in case your time runs out.
- All presenters are to submit your PowerPoint presentation to GEMS Event Management by no later than **Wednesday, 28th November, 2018**. Please email to Choonie Yeow at GEMS at cyeow@gemsevents.com.au by Wednesday, 28th November. Due to the size of emails that can be received across our email server, if your presentation is larger than 10 mb, please contact cyeow@gemsmevents.com.au to be provided with a link to a dropbox for larger files to be uploaded.
- As a precaution all presenters should come prepared with a copy of the PowerPoint Presentation or PDF version of their presentation on a USB drive. Note: Presenters will not be permitted to use their own computer or attached a USB drive to the workshop computer during the session. Any last minute changes will need to be worked directly through GEMS our onsite Event Management Australia.

POSTER PRESENTATION GUIDELINES

The poster mounting area will be 100 cm high by 145 cm wide (39.4 inches high by 57.1 inches wide). You are kindly requested to prepare posters no larger than DIN A0 landscape, which is 84.1 cm high by 118.9 cm wide (33.2 inches high by 46.8 inches wide).

All posters should be printed prior to arriving at the workshop venue in Sydney; a poster printing facility is not available at the venue.