



SPEAKER INFORMATION & ORAL PRESENTATION GUIDELINES

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 Congress

All presenters are required to register and pay for the Congress. If you have not done so already, please visit <http://hair2022.org/registration/> and complete the registration form.

Onsite at the Congress

Please visit the registration desk when you first arrive at the Congress and collect your name badge and other related materials.

If you have any queries regarding the program or your presentation, please visit the registration desk located in the insert location of the MCEC. The desk will operate during the following times:

Friday 18 November 2022	08:00 – 19:00 hours
Saturday 19 November 2022	07:00 – 18:45 hours
Sunday 20 November 2022	08:00 – 17:00 hours
Monday 21 November 2022	08:00 – 17:00 hours

Please note that these timings are subject to change.

Presentation times

Please carefully review your presentation times for the Congress as some theme have different presentation time:

Plenary keynote presentations: **25-minutes presentation + 5-minutes Q&A**

Oral presentations: **10-minutes presentation + 5-minutes Q&A.**

Oral Presentations*: **8-minutes + 2 minutes Q&A.**

**Free Papers and Late Breaking Abstracts, Emerging Treatments for Hair Loss, Free Papers/Clinical Cases or Auxillary Cells*

PowerPoint Presentations

Speakers are required to bring their presentation on a USB to the Congress and to visit the Speaker Preparation Area or the registration desk **during the break time prior to their allocated session**. This is to ensure your presentation is uploaded and tested.

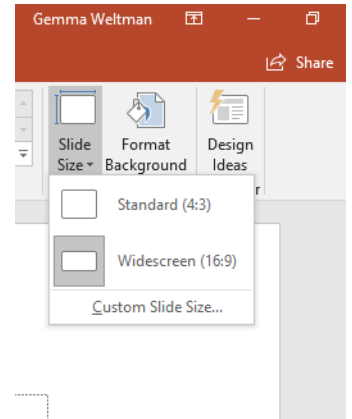


Please note that PowerPoint is only a recommendation and should you prefer an alternative software please contact the Congress managers as soon as possible. All requests will be accommodated as best as possible.

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 Congress.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:

1. In PowerPoint 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 Your Fonts

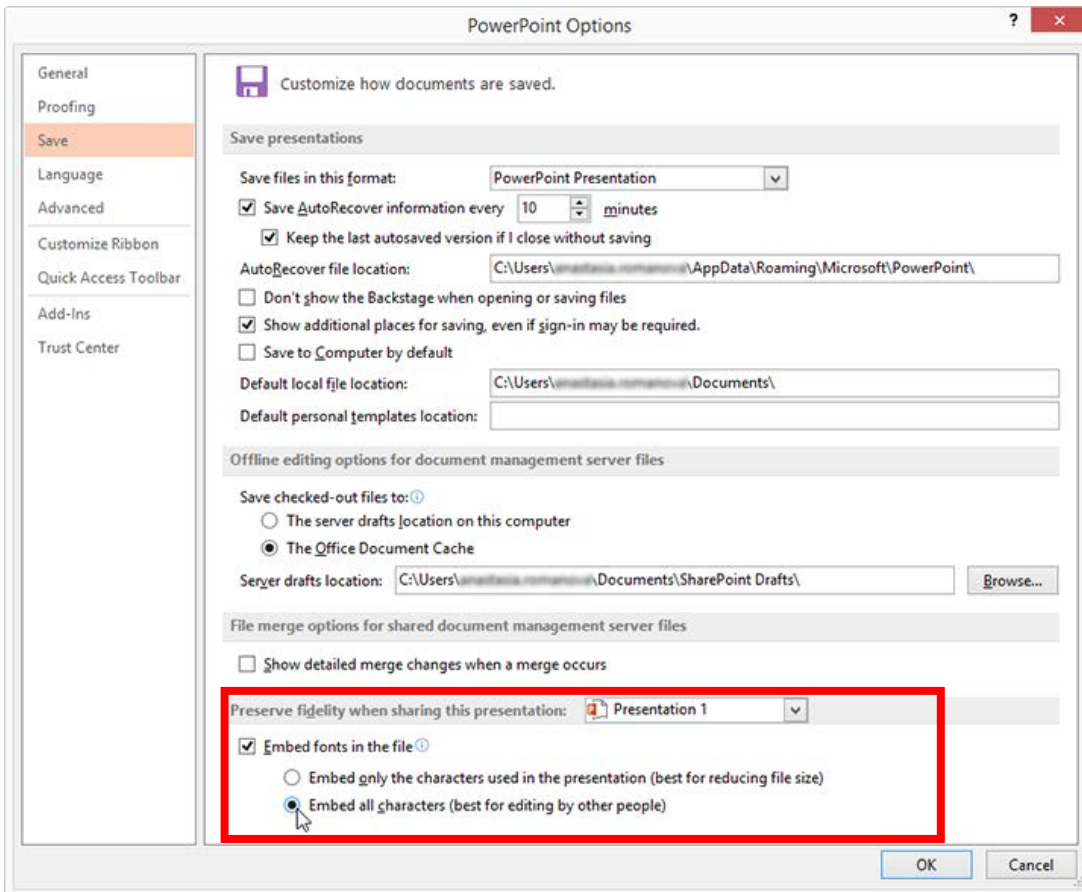
We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

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](#).



Audio Visual Equipment

The following Audio-Visual equipment will be in every room at the Congress.

- Projection screen and data projector
- Laptop at the lectern
- Microphone attached to the lectern

Overhead and Slide Projection will not be available.

Internet access will be available from the presentation computer. Please have all your videos and fonts embedded into your presentation.

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



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 program available on the [website](#).

Session Venue – Arrive Early

Please assemble in your session room **at least 30 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 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 Area 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.

Language

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

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

Email: hair2022@arinex.com.au

Phone: +61 3 8888 9500

Thank you for your help in making the 12th World Congress for Hair Research a success!