
ORAL PRESENTATION GUIDELINES

The Asia-Pacific International Symposium on Aerospace Technology (APISAT) 2024 Local Organising Committee, welcomes your contribution to the 2024 Symposium held at the Adelaide Convention Centre from 28-30 October 2024.

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 Symposium

All presenters are required to register and pay for the Symposium. If you have not done so already, please visit [APISAT 2024](#) and complete the registration form.

Onsite at the Symposium

Please visit the registration desk when you first arrive at APISAT 2024 and collect your name badge. The registration desk will be open from Monday 28 October 2024, you will be directed to the Speaker Preparation Room to check in with the audio-visual technician and review your presentation which should already have been uploaded via [dropbox](#), prior to **18 October 2024**.

If you have any queries regarding the program or your presentation, please visit the registration desk located in the Panorama Room Foyer. **Please note, any emails sent during the Symposium may have delayed response times. For the most efficient answer, please visit the registration desk.**

The registration desk will be open during the following times:

Monday 28 October 2024.....0700 - 1700
Tuesday 29 October 2024.....0700 - 1700
Wednesday 30 October 2024.....0745 - 0845

**Please note, these times are estimates and are subject to change closer to the Symposium.*

PowerPoint Presentations

Speakers must submit their presentation via the Dropbox link [here](#). NB: Use the following naming convention "Presentation Day_Session Number_Full Name_Paper ID_Presentation Title " e.g "Tuesday_3_John Smith_171_About Aerospace..."

All presentations should be received prior to the commencement of the Symposium, latest **18 October 2024**. Please bring a copy of your presentation on a USB to the Symposium as a backup as you can review your presentation before your session. You are requested to arrive the day before or at least 3 hours prior to your allocated presentation time to review your PowerPoint

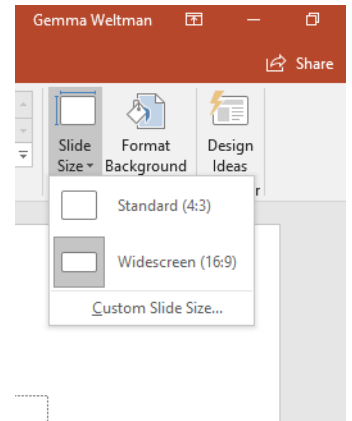
presentation via the Speaker Preparation Room, located on Level 1, **City Suite 2**. This is to ensure your presentation is uploaded and tested.

If you need help locating the Speaker Preparation Room, please ask the staff at the registration desk.

Presentations **must be completed in the Microsoft PowerPoint template provided**. Should your presentation be in Mac format, it is imperative that this be converted to PC format prior to your arrival at the Symposium.

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 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 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 their 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 Level 1 of the Adelaide Convention Centre in **City Suite 2**.

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

Monday 28 October 2024.....0700 - 1630
 Tuesday 19 November 2024.....0700 - 1600
 Wednesday 30 October 2024..... Closed

**Please note, these times are estimates and are subject to change closer to the Symposium.*

At the Speaker Preparation Room, you will be able to prepare for your presentation, and make final changes to your presentation on an available computer station.

All oral speakers are asked to load/check their presentation **at least 3 hours prior** to their session commencing (or as soon as you reach the Symposium venue if you are presenting in concurrent session 1 or 2) to ensure the presentation is checked and tested.

Audio Visual Equipment

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

- Projection screen and data projector
- One presentation laptop to control presentation slides
- Microphone attached to lectern

The inhouse laptops and audio-visual equipment must be used. **Please have all your videos and fonts embedded into your presentation.**

A technician will be available to handle any problems that may arise.

Session Details - Check Ahead

The Program is subject to minor changes so please scan the QR code that will be printed on your name badge, to view the most up-to-date program onsite at the venue during the Symposium.

Time Allocation

Individual oral presentations are allocated 20 minutes; inclusive of 15 minutes presentation, 3 minutes Question-and-Answer time and 2 minutes buffer to change over to the next presenter. Please ensure that you keep to your allotted 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.

Your Chair will time your presentation and provide you with a warning at **2 mins remaining** (13 minutes) and when to **Please Conclude** (15 minutes). You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted 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 to identify yourself to the chair. 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 laptop at the 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.
- In the unlikely event of a technical problem, the roaming technician 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 Conference language is English. All posters must be written in English.

Session Room Set Up

Please be seated at the front of the room for the duration of the session. You would be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

Should you have any additional needs or accessibility requirements, please advise as soon as possible so that appropriate arrangements can be made.

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

Arinex Pty Ltd



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

Thank you for your assistance in making HWRS 2024 a success!

