Speaker Guidelines
Presentation Information and Instructions

The ICFTD 2018 Speaker Prep Centre (SPC) is located on the second floor of the ICC in Business Suite 2.3. Please ask the registration desk for assistance in locating the room.

All speakers *must* visit the SPC (see times below) at least 2 hours before their presentation time even if they have uploaded their presentations in advance, to ensure that the fonts are standard and components such as movies are included rather than merely linked in the presentation and that the presentation displays correctly on the equipment provided. Once it has been checked with the SPC technician, your presentation will automatically be sent to your assigned presentation room.

Note: You must approve your presentation in the SPC before it will be transmitted to your room

Speakers in sessions that begin early should plan to visit the SPC the day before their presentation, where possible. Those in the morning session for Monday 12 November please come to the ICC before 8.00am to enable sufficient time to check your presentation.

SPC Open times
Monday 12 November: 7:00 – 17:30
Tuesday 13 November: 7:00 – 17:30
Wednesday 14 November: 8:00 – 15:45

MAC users may use their personal laptops for their presentations, but must bring their computer, power supply and HDMI dongle to the SPC, so a technician may confirm compatibility of output connector.

WE DO NOT SUPPLY ADAPTORS

Speakers must arrive in the session room at least 10 minutes before their session begins. AV technicians will be present at the AV Help desk located nearby. MAC users must arrive at the session room during the break before their session start time and request that the AV technician connect their MAC to the projector.

Standard meeting room setup for all sessions will include a data projector, Smart Lectern with a touch screen and a control tablet to switch to attached MAC laptops, a laser pointer, and a microphone. The operating system on the session-room computer will be Windows 10. Software will include: Microsoft Office 2016, Adobe Acrobat Reader.
   (PowerPoint Presenter View is NOT available. Please bring presentation notes with you in hard copy)

Presentation can be upload via the ICC upload portal. The site *link* is now available.
https://iccsydney.sharefile.com/i/ife1d2d0bb994d1da

Please take note of the required presentation file naming requirements as below:

Please name presentation (Day_Time_Room_Your name.).pptx eg Fri_1345_C3.4_Jack Smith.pptx

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16:9 High Definition Projection in all session rooms

ICC's Smart lecterns and projectors display at 1920 x 1080 resolution. This high definition display will enhance the quality of presentations by providing a bright and clear display in the session rooms

PowerPoint Presentation setup

Please note that to take full advantage of the widescreen display you should create your presentation in 16:9 aspect ratio. From within PowerPoint, click on the "Design" tab. Click "Page Setup." PowerPoint will default to Slides sized for: "On-screen Show (4:3)." Change the setting to "Widescreen or On-screen Show (16:9) and click OK.(See Left).
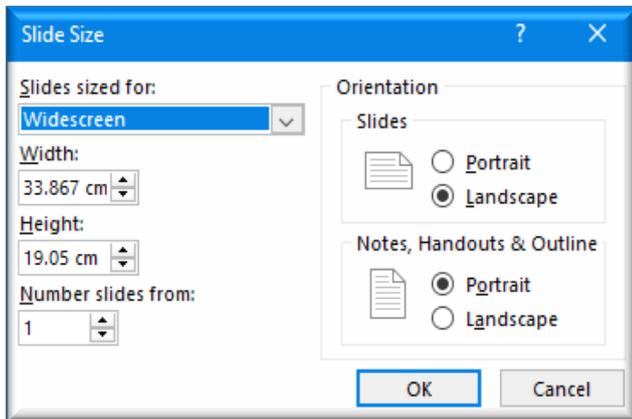
If you do not format your presentation in 16:9, that's OK your aspect ratio will be correct, but it will not fill the entire screen.

Fonts

When preparing the presentation, use standard fonts (e.g., Times New Roman, Arial, Calibri and Tahoma). The presentation systems will be loaded with Standard System Fonts. If your presentation contains any special fonts, you must provide a copy of the font, to be loaded on the presentation system. Please pay special attention to fonts, if you use scientific notation within your presentation, as this is often written using a non-standard font. **If you need a specialized font, it should be embedded into your PowerPoint presentation.**

PC users: to be safe, use a standard font like Arial, Calibri or Tahoma to create your presentation.
Mac users: many fonts with the same names are spaced differently on Macs and PCs. The Tahoma font is designed to be identical on both systems, so using it whenever possible will help avoid the need to adjust things once your presentation is moved to a PC.

Video and Audio File Support

If you're using PowerPoint 2010 or later, please be sure to embed your media files within the PPTX file. Please compress your videos and make sure the encoding is less than 5Mbps for the best performance, using a higher bit rate encoding may damage the quality. For best compatibility, we strongly advise your videos to be a WMV or MP4 file format.

If you plan to include a video in your presentation please notify a technician in the Speaker Ready Room when uploading your presentation

Presentation back-up

Please bring a copy of your presentation and all movies with you to the venue. *(Both USB and online are recommended)*