



**International Congress of Immunology 2016
21 – 26 August 2016
Melbourne Convention and Exhibition Centre
www.ici2016.org**

GUIDELINES FOR 5 MINUTE MINI-ORAL PRESENTATIONS

The International Congress of Immunology 2016 Organising Committee thanks you for your contribution.

To ensure that 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 for the Congress to secure your place in the program. If you have not done so yet, please complete the registration at www.ici2016.org.

Onsite at the Congress

Arriving at the Congress, speakers will need to visit the registration desk to collect their name badge and other related materials.

SPEAKER PREPARATION ROOM

Please load and check your presentation in the Speaker Preparation Room **at least 24 hours prior** to your session. The Speaker Preparation Room is located in **Room 107** on Level 1 and will be open at the following times:

Sunday 21 August 2016.....0900 – 1800

Monday 22 – Friday 26 August 2016.....0700 – 1800

All times are subject to change

All session rooms are equipped with electronic lecterns. You will be briefed on how to use the audiovisual system when you meet with the technicians in the Speaker Preparation Room.

PRESENTATION FORMAT AND COMPUTER SYSTEM

Presentations must be provided as a Microsoft PowerPoint file for PC. Please bring your presentation file in a USB Memory Stick.

If your presentation is in MAC format, it is imperative to check it will run properly in PC in the Speaker Preparation Room at least 24 hrs prior to your session.

It is recommended to adjust the format of the PowerPoint slides of your presentation to 16:9 which is the standard of the MCEC and **not** 4:3 format.

Laser pointers will not be provided. Speakers can use their own pointer or will need to use the mouse located at the lectern.

If you have any queries please email ici2016@arinex.com.au.

SESSION VENUE – ARRIVE EARLY

Please attend your session room **at least 10 minutes prior** to the start of the session to meet the chair(s) and familiarise with the room and audiovisual system.

There will be reserved seating for you at the front of the room for the duration of the session. You will be called to the lectern by the Chair to start your presentation. Should Chairs be absent, the first speakers may be required to chair the session.

TIME ALLOCATION & AUTOMATIC STOPS – EXTREMELY IMPORTANT

Your presentation has been allocated **5 minutes total including 1 minute for questions (4 + 1)**. Please plan your presentation to ensure you do not exceed 4 minutes of presentation time. The session Chair will warn you **1 minute** prior to the 5 minutes limit.

Be aware that when your designated presentation time plus question time is due, your presentation will automatically stop (slides will no longer advance) regardless of whether you have finished or not, and you will be required to step down from the stage without answering any questions. This will ensure the program (which is very dense) will run smoothly and to allow delegates to move between simultaneous sessions.

PROGRAM ENQUIRIES DESK

Any questions regarding the program should be directed during the following times to the Program Enquiries Desk located on Level 1:

Monday 22 – Thursday 25 August.....0800 – 1630

Friday 26 August.....0800 – 1600

All times are subject to change

DECLARATION OF CONFLICTS OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

POSTERAPP

Mini-oral presenters have the option to submit a *PosterApp*, an innovative electronic version of a poster, in addition to their mini-oral presentation.

PosterApps are electronic posters that can be discussed and shared beyond what is possible with traditional posters and oral presentations. The content of electronic posters can be enriched by including audio, video and animations.

PosterApps are created as PowerPoint presentations and uploaded into the ePresenter™ system. This system converts your PosterApp presentation into an interactive format for viewing on electronic desktop or hand-held devices. Authors can thus present their PosterApp to other delegates using their devices. Please note that electrical sockets will not be available to plug your device into to present your PosterApp. Delegates can also use ePresenter™ to browse, search and visualize other authors' PosterApps on their own devices, and will be able to contact authors via ePresenter to arrange face-to-face meetings or to make comments. Delegates will be allowed to download your PosterApp at your discretion (you may nominate this when uploading your poster via the online system).

PosterApps must be submitted using the template available for download at www.ici2016.org/posterapp/

When creating your PosterApp, please follow these guidelines:

- All PosterApps must be submitted in either **.ppt** or **.pptx** format.
- Formats from Microsoft Office 2010 and 2013 will be supported
- You are limited to a maximum of 4 slides within your PosterApp, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements).

- All PosterApps must be submitted using the provided template and in 16:9 portrait orientation.
- JPEG or PNG is the preferred file format for inserted images
- Submitted poster file in .ppt or .pptx format must not be larger than 250MB
- Font – Arial, Verdana, Tahoma and Times New Roman are recommended
- Font size – headings should be between 30 – 40 points and content 14 – 20 points
- Slide transitions and animation sounds are supported
- Embedded videos and sounds are supported. Please ensure the audio/video is embedded into the presentation file, as you will be unable to upload the audio/video separately. The following formats are supported
 - Video: AVI, WMV, MPG, MP4
 - Audio: MOV, MP3, WMA, WAV

Uploading your PosterApp:

- This is done via the online portal at <https://ici2016-c10000.eorganiser.com.au/index.php?r=site/login>.
- Your PosterApp must be submitted by **5 August 2016**.

Benefits of submitting a PosterApp?

- You can track statistics on the number of views and downloads (if you allow this option) your PosterApp receives
- Your poster can be easily searched
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish
- Delegates can download your PosterApp in PDF format (if you allow them to do so)

LANGUAGE

English only

Thank you for helping to ensure the International Congress of Immunology 2016 is a success.

**For further details or assistance, please contact:
 ICI 2016 Congress Managers
 91 – 97 Islington Street,
 Collingwood VIC 3066, Australia
 Tel: +61 3 8888 9500 / Fax: +61 3 9417 0899
 Email: ici2016@arinex.com.au**