



**International Congress of Immunology 2016  
21 – 26 August 2016  
Melbourne Convention and Exhibition Centre  
[www.ici2016.org](http://www.ici2016.org)**

**GUIDELINES FOR 45 MINUTE 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](http://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](mailto: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.

## **TIME ALLOCATION & AUTOMATIC STOPS – EXTREMELY IMPORTANT**

Your presentation has been allocated **45 minutes total including 5 minutes for questions (40 +5)**. Please plan your presentation to ensure you do not exceed 40 minutes of presentation time. The session Chair will warn you **6 minutes** prior to the 45 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.

## **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](mailto:ici2016@arinex.com.au)**