



Synthetic Biology Australasia Conference 2019

Monday, 14 October – Wednesday, 16 October 2019 Brisbane, Australia

PRESENTATION GUIDELINES

Oral presentations

The conference program includes 11 sessions comprising invited talks and selected talks.

Duration of talks

We had an exceptional number of abstracts this year and wanted to give as many people as possible chance to present, but this means that we have a very full program. Please show respect to your fellow speakers, the moderators and the audience by keeping to the times outlined below:

- **International** plenary talks are scheduled for a total of 30 minutes – 25 minutes presentation and 5 minutes Q&A.
- **National** keynote plenary talks are scheduled for a total of 20 minutes – 17 minutes presentation and 3 minutes Q&A.
- **Selected** talks are scheduled for a total of 15 minutes – 13 minutes presentation and 2 minutes Q&A.

Speakers will be notified two minutes before the end of their presentation time. If the time limits are not respected, the time for discussion will be shortened or even cancelled if required. Chairs have been advised to strictly enforce the time constraints. Please show respect to your fellow speakers, the moderators and the audience by keeping to the allocated timings.

The session chair will invite all speakers to sit in the front row at the start of the session to facilitate a timely changeover.

Technical support/requirements

There is no speakers' preview room. Please bring your presentation on a USB and the AV technician will load it onto the computer. We recommend loading your presentation the day before or at the latest in the morning of the day of your presentation, before the sessions start.

All presentations shall be based on PowerPoint 2016 (or above) or Apple Keynote. Please do not save your file in PDF format. Online presentations such as Prezi, Sway, and Google Slides formats will not be supported. Slides should be in widescreen format 16:9.

Speakers are asked to bring their presentation on a USB Memory Stick to the conference. Should your presentation be in MAC format, it is preferred that this be converted to PowerPoint format prior to arrival at the conference. If this is not possible, please speak to the AV technician with sufficient clearance time prior to your presentation.

Presenters must notify the AV technician of any custom animation or video sequence embedded in the presentation, including how that sequence is triggered.

Internet access will not be available from the presentation computer. Please have all your videos embedded into your presentation or provided on the USB. It will **not be possible to download** your presentation for uploading onto the presentation computer.

Please note that you will not be able to use your own computer.

All presentations will be erased from uploading computers, nobody will have access to your research.

Social Media

If you have a professional social media account e.g. Facebook, Twitter, Instagram – please include your details on your presentation slides.

Abstract book (PDF only)

All abstracts will be included in the abstract book in chronological order of the scientific program. The book will be emailed to all registered conference delegates 2 weeks prior to the conference start date.

Poster presentations

The poster exhibition is located in the “wings” of the Long Room at Customs House and will be open on conference days.

Poster sessions

The poster sessions, at which each presenter must be available for discussion, will take place on Monday 14 October and Tuesday 15 October between 6:30pm and 7:30pm.

Poster size

The maximum poster size shall be A0 which is 118.9 cm high and 84.1 cm wide. It is therefore requested that posters be prepared in portrait format. Contents should be easily read at a distance of 150 cm. A poster printed out on a large paper sheet is encouraged.

Mounting/Dismounting of Posters

Poster presenters are responsible for providing their own mounting either Velcro strips or drawing pins to affix their poster to their allocated poster board during the registration period on Monday 14 October between 9:30am and 10:30am. The next available time will be during lunch or afternoon tea. Please ensure your poster is mounted no later than 3:45pm on Monday 14 October.

Please make sure to remove all poster materials from the board by the end of the conference on Wednesday 16 October.