



Guidelines for Oral Presentations

The International Congress of Phonetic Sciences Organising Committee welcomes your contribution to ICPHS 2019. 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 and pay for the Congress. If you have not yet registered, please [click here](#) to register. There must be at least one unique author registration per paper, i.e. it must be the case that at least one of the authors for each paper is registered for the Congress and they are not also the only registered author for any other paper.

Onsite at the Congress

Please visit the registration desk when you first arrive at the Congress and collect your name badge and other related materials. From there you will be directed to the speaker preparation room to check in with the audio-visual technicians.

If you have any queries regarding the programme or your presentation, please visit the registration desk at the Melbourne Convention and Exhibition Centre. The desk will operate during the following times (subject to change):

Sunday 4 August 2019.....1400 – 1700, 1 Convention Centre Place entrance
Monday 5 August 2019 0730 - 1800, Main Foyer Plenary 3
Tuesday 6 August 2019 0800 - 1800, Main Foyer Plenary 3
Wednesday 7 August 2019..... 0800 - 1800, Main Foyer Plenary 3
Thursday 8 August 2019 0800 - 1800, Main Foyer Plenary 3
Friday 9 August 2019..... 0800 - 1800, Main Foyer Plenary 3

Presentations

In order to ensure that your presentation is uploaded and tested (especially if it includes sound and video files), bring it on a USB device to the speaker preparation room at least 2 hours prior to your allocated presentation time, or when possible on the day before. It will be uploaded to the Convention Centre's central server, from which it can then be accessed in your presentation room. Note that the preparation room will not be open on Sunday 4 August.

Presentations must be in Microsoft PowerPoint or Adobe PDF format. If you created your presentation on a Mac, it is imperative that you check that it works correctly on a PC.

If there is a reason why your presentation cannot be transferred to USB to load onto the computers at the venue, you may use your own laptop; however, this is not encouraged given the tight changeover times between speakers. If this is the case, please check your presentation in the preparation room the day before your presentation. We also recommend using a HDMI connection and if your laptop is a Mac, please bring your HDMI dongle adapter with you as none will be provided onsite.

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 2013/2016 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.

If your presentation has video or sound files, please embed them in the presentation and ensure you bring the files with you so the technicians can conduct the appropriate testing.

Speaker Preparation Room

The speaker preparation room is located at the venue's room Office 202 on Level 2.

The speaker preparation room will be open during the following times (subject to change):

Monday 5 August 2019	0730 - 1730
Tuesday 6 August 2019	0800 - 1630
Wednesday 7 August 2019	0800 - 1700
Thursday 8 August 2019	0800 - 1630
Friday 9 August 2019	0800 - 1400

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

In the speaker preparation room, you will be able to prepare for your presentation, make final changes to your presentation on available computer stations, be able to view how the presentation area will be set up and receive demonstrations on use of the equipment.

The Melbourne Convention Centre has installed electronic lecterns. You will be briefed on how to use this system when you meet with the audio-visual technicians.

Audio Visual Equipment

The following Audio-Visual equipment will be in every room at the Congress:

- Projection screen and data projector
- One presentation computer with Windows OS 10 Pro (version 1803), Office 2013/2016 and Adobe Reader
- Microphone attached to the lectern

Overhead and Slide Projection will not be available.

Internet access will be available from the presentation computer. Please have all your videos embedded into your presentation.

Should you require additional equipment it is essential that you contact the Congress Managers to discuss your requirements. We will try to accommodate requests; however this cannot be guaranteed.

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

Session Details - Check Ahead

Please visit the Congress website well ahead of time to confirm details of your session within the Congress programme. The programme is subject to change so please ensure you check the Congress app.

Time Allocation

Talks are allocated **10 minutes**, plus three minutes for Question and Answer time and two minutes for changeover. Please ensure that you keep to your allotted time frame. Please note that to maintain synchrony among the concurrent sessions within the programme 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 minutes** remaining and when time is up. You should rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

Session Venue – Arrive Early

Please assemble in your session room **at least 10 minutes prior** to the start of the session. This will allow time for your Chair to liaise with you, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation. If your session starts after a short 5-minute break please make sure you introduce yourself to the chair immediately after the previous session finishes.

Speaker Procedures

- Your presentation will be available via the electronic 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 technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.

Session Room Set Up

There will be reserved seating for you at the front of the room for the duration of the session. You should be seated in the reserved seats from where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

**Thank you for your help in making ICPHS 2019 a success.
For further details or assistance, please contact the Congress Managers.**

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