

Oral Presentation Guidelines

IEEE EMBC 2023 Conference

24 – 27 July 2023

International Convention Centre (ICC) Sydney, Australia

<https://embc.embs.org/2023/>



ORAL PRESENTATION GUIDELINES

The 45th Annual International Conference of the IEEE Engineering in Medicine and Biology Society Organising Committee welcomes your contribution to the 2023 Conference.

To ensure 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 Conference

All presenters are required to register and pay for the Conference. Anyone not already registered risks being removed from the program. Please register via the website here:

https://etechsuite.com.au/IEEE/IEEE_Auth.php

Onsite at the Conference

Please visit the registration desk located on the **Ground Floor, of the ICC Sydney Convention Centre** when you first arrive at the Conference and collect your name badge and other related materials.

If you have any queries regarding the program, please visit the registration desk which will operate during the following times:

Registration desk opening times:

Monday, 24 July 2023	07:00 – 19:00
Tuesday, 25 July 2023	07:30 – 17:00
Wednesday, 26 July 2023	07:30 – 17:00
Thursday, 27 July 2023	07:30 – 16:00

**Times are subject to change.*

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located on the **Ground floor** of the **International Convention Centre, Sydney Convention Centre**, behind the Registration Desk.

The speaker preparation room will be open during the following times:

Monday, 24 July 2023	07:30 – 16:30
Tuesday, 25 July 2023	07:30 – 16:00
Wednesday, 26 July 2023	07:30 – 16:00
Thursday, 27 July 2023	07:30 – 15:30

**Times are subject to change.*



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All oral presenters are asked to load/check their presentation **at least 4 hours prior** to their session commencing to ensure the presentation is checked and tested. At 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.

POWERPOINT PRESENTATION

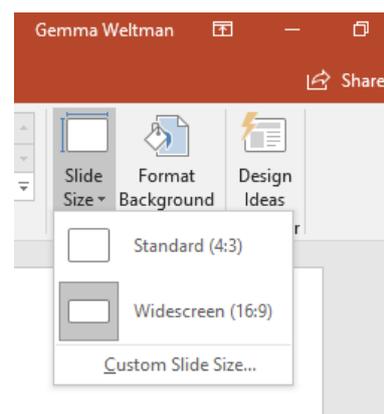
Speakers are required to bring their presentation on a USB to the Conference and to visit the speaker preparation room **at least 4 hours prior** to the allocated presentation time. This is to ensure your presentation is uploaded and tested. If you are presenting Tuesday-Thursday in the morning, please upload your presentation the day prior to ensure this has been received.

Presentations must be completed in Microsoft PowerPoint. Should your presentation be in Mac format, it is imperative that this be converted to PC format prior to arrival at the Conference.

Please note: Standard PowerPoint presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides. Please ensure that your PowerPoint **Presentations are in 16:9 format** and not 4:3. To adjust your presentation, please follow these steps.

1. In PowerPoint 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 in the speaker’s preparation room.



EMBED YOUR FONTS

We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

To embed your font into your PowerPoint presentation:

1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that ‘*Embed fonts in the file*’ and ‘*Embed all characters*’ are both selected.
4. Click ‘Okay’ and then save the presentation.

Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

For a step by step video on how to embed your fonts, please [click here](#).

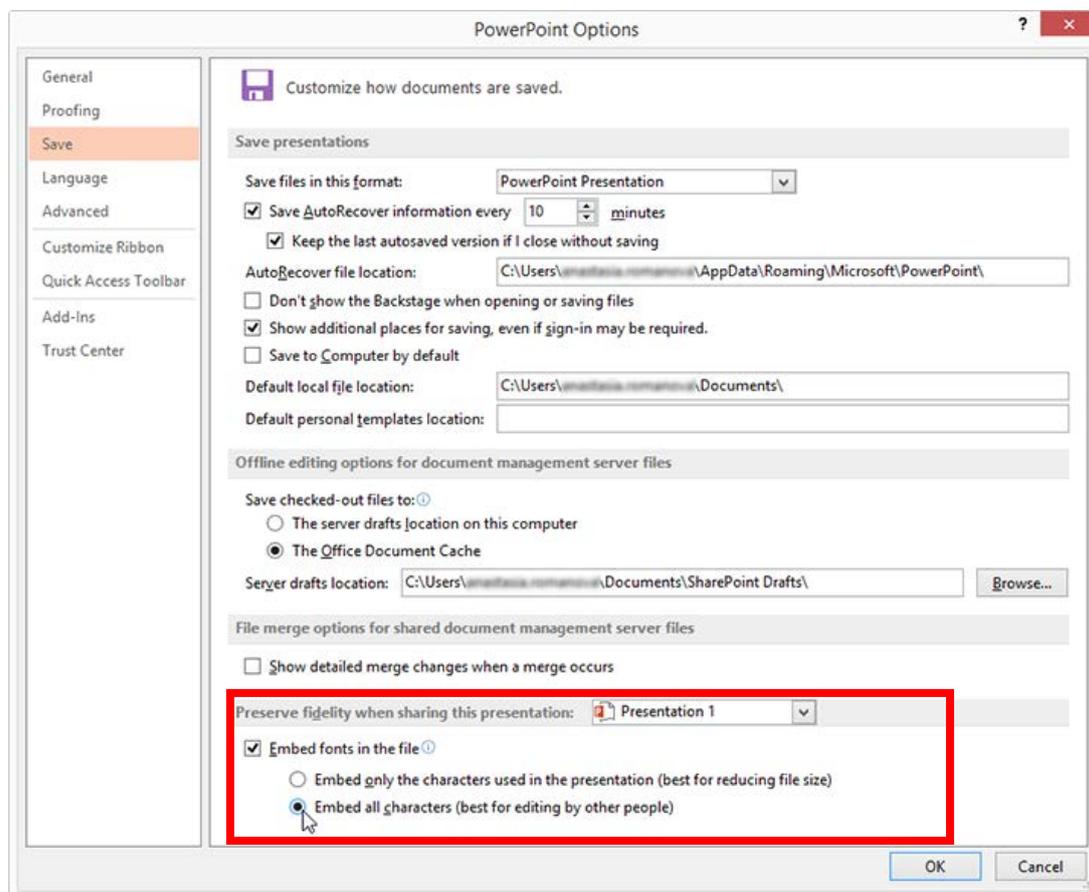
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SESSION DETAILS AND TIME ALLOCATION

Oral presentation allocated time is **10 minutes plus 5 minutes Q&A time**. In the interest of fellow speakers, you must keep to your allotted time frame.

Please visit the Conference [website](#) to confirm details of your session within the Conference Program.

The Program is subject to change and will be updated over the next two weeks, so please ensure you check the website regularly.

Your Chair will time your presentation and provide you with a warning when you are close to finishing and again when time is up. We encourage you to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

Note: Please aim to have a **maximum of 10 slides** to ensure that you have time to discuss each slide within your presentation time

If you have any questions about your allotted time including Q&A, please contact the Conference Managers.

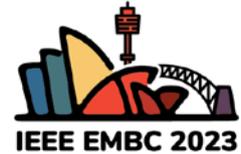
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AUDIO VISUAL EQUIPMENT

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

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Lectern
- Microphone
- Pointer and slide changer

Internet access will be available from the presentation computer. Please have all your videos embedded into your presentation. Please also bring your videos on a USB as a back-up.

Should you require additional equipment it is essential that you contact the Conference 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 PROCEDURES

Please assemble in your session room **at least 15 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

Please sit at the front of the room for the duration of the session.

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 at the back of the room will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.

PRESENTATION TIPS

Everyone processes information differently; however, we encourage you to convert text heavy slides into a visual format for the below reasons:

- 90% of the information processed by the brain is visual
- The human brain processes images 60,000 times faster than text
- Your audience is six times more likely to recall what you have presented using imagery
- 80% of people will remember what they see as opposed to 10% of that they hear and 20% of that they read

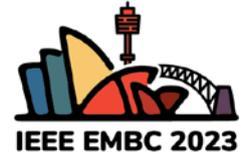
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You can do this by creating diagrams, using a graph, including infographics, using photography and icons or using a hero image with a statement, quote or idea.

DECLARATION OF INTEREST

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

LANGUAGE

Please note that the official Conference language is English. **All presentations must be made in English.**

Thank you for your help in making the EMBC 2023 Conference a success.

If you require further assistance, please contact the Conference Managers at:

45th Annual International Conference of the IEEE, Engineering in Medicine, and Biology Society

24 – 27 July 2023, International Convention Centre Sydney, Australia

Conference Managers

Email: embc2023@arinex.com.au

Phone: +61 2 9265 0700

Website: <https://embc.embs.org/2023/>