
GUIDELINES FOR ORAL PRESENTATIONS

The International Conference and Workshop on Lobster (and Crab) Biology and Management (ICWL) Organising Committee welcomes your contribution to the 2023 Conference.

Please take the time to **read these guidelines ahead of time** to ensure your oral presentation is prepared successfully.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for attendance at the Conference by the **8 June 2023**. Please refer to your acceptance letter email for instructions on how to register as an oral presenter.

Onsite at the Conference

Oral Presenters are to attend the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

The registration desk is in the **Southern Cross Lobby**, at The Esplanade Hotel.

The desk will operate during the times below:

Sunday 22 October.....	15:00 – 19:00
Monday 23 October.....	07:30 – 17:00
Tuesday 24 October.....	08:00 – 19:30
Wednesday 25 October.....	08:30 – 12:30
Thursday 26 October.....	08:00 – 16:30
Friday 27 October.....	08:00 – 16:00

We encourage you to register as early as possible to allow for easy access into the Conference. **Please bring your confirmation letter along with you.**

The Speaker Preparation Desk will be open during the following times:

Monday 23 October.....	08:00 – 16:30
Tuesday 24 October.....	08:00 – 16:30
Wednesday 25 October.....	08:00 – 12:00
Thursday 26 October.....	08:00 – 16:30
Friday 27 October.....	08:00 – 15:30

All oral speakers are asked to load/check their presentation at least **2 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians at the back of the room.

AUDIO VISUAL EQUIPMENT

The following audio-visual equipment will be in every session room at the Conference:

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Microphone attached to the lectern
- Internet access will be available from the lectern at a slow speed. This means that viewing websites will be possible, however playing videos directly from the internet will require dedicated connection.
- Laser pointers will be provided

Should you require additional equipment it is essential that you contact the Conference Managers as soon as possible to discuss your requirements. We will try to accommodate any 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 Conference website or Conference App well ahead of time to confirm details of your session within the Conference Program. The program is subject to change so please ensure you check the ICWL Conference for the most up to date program details.

SESSION VENUE – ARRIVE EARLY

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

POWERPOINT PRESENTATIONS

Types of presentations allowed:

- PowerPoint format (16:9 .PPT/.PPTX) only and video will be accepted and must be embedded into the .PPT or .PPTX file. Any video included must be viewable within your presentation time if this is part of your presentation. Please follow the links below for additional help with embedding video into your PowerPoint presentation:
 - [Preview video in full screen](#)
 - [Auto play video](#)
- PDF Presentation format (16:9)
- Online Presentations such as: Prezi, Sway (URL shared with view permission to anyone)

Please note: Standard PowerPoint and PDF Presentations need to be adjusted to fit the projector to avoid black edges on slides. Please ensure your PowerPoint or PDF Presentation is in **16:9** and not 4:3. To adjust your presentation in PowerPoint, please [click here](#) to follow these steps.

If you do not have PowerPoint installed

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

- Please [click here](#) to download OpenOffice.

- Please [click here](#) for further information on using OpenOffice.

SPEAKER PROCEDURES

- Your presentation will be available via the laptop at the lectern. If you are not familiar with this equipment, visit your session room early or ask at the Speaker Preparation Desk for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on or off.
- 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.
- **Keep track of time.**

LANGUAGE

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

Thank you for your help in making the ICWL Conference a success.
For further details or assistance, please contact the Conference Managers.

ICWL 2023 Conference
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