

Guidelines for Conference Presentation

1. Content and Format of Conference Presentation

- Prepare a **25-minute presentation** including a brief Q&A time.
- Presentations must be submitted in **Microsoft PowerPoint format**.
- Use of the Conference Presentation Template is encouraged, but not compulsory.
- Use of a corporate template is acceptable provided that "ALTA 2024" or the conference logo is included on each slide.
- Include title, author(s) and affiliations and countries, plus name and email address of presenter and corresponding author (even if there is only one author).
- Attach **videos in a separate file** – do not embed into the PowerPoint presentation.
- Presentations will be shown on widescreens with 16:9 aspect ratio. Content may be presented in 4:3 ratio however the screen will show black bars on each side.

2. Presenter Breakfast

- **Presenters and co-presenters are required to attend the Presenter Briefing on the morning of your presentation.** A continental breakfast will be provided.
- **Bring your presentation to the briefing on a USB drive for loading into the AV system.**
- We recommend traveling with one copy in a carry-on bag and a second copy in checked baggage during airline flights, in case one of them is lost.
- During the briefing, we will introduce ALTA contacts, Chairpersons, Presenters, AV personnel and student volunteers. We will discuss timing, technology and any changes to the program. We will then take Presenters to the conference room to provide an orientation and hands-on technology briefing with the AV technician. Presenters may then return to continue breakfast.

3. Registration

- Presenters must register by **28 February**
- Presenters receive up to 50% discount for registration fees **for the event in which they are presenting.**
- **Only one discounted Presenter registration fee is allowed per paper.** Co-Presenters and Co-Authors must register as Delegates.
- Student presenters should register using the student rate.
- Presenter registrations are not transferrable and sharing is not permitted.

4. Letter of Invitation

- A letters of Invitation to support visa application will be provided on request. We strongly recommend commencing the process **as early as possible** to avoid disappointment. Please provide the following information for the letter:

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Full Name (as shown on passport)

- Company and position
 - Address
 - Date of birth
 - Passport number
 - Date of issue
 - Date of expiry
 - Country of issue
 - Nationality
- Include title, author(s), affiliations and countries, plus name and email address.

5. General

- Dress code for the conference and social functions is business casual.
- ALTA will provide complimentary Wi-Fi in the convention centre during the conference. Separate Wi-Fi for hotel guests is included in the room rate.
- There is a dedicated business centre in The Pan Pacific Hotel venue, including meeting rooms, secretarial support and workstations. Charges apply