



XXII MEETING OF THE INTERNATIONAL MINERALOGICAL ASSOCIATION 13-17 AUGUST 2018 | MELBOURNE

ORAL PRESENTATION GUIDELINES

PRESENTATION DETAILS

1. Your presentation length/time will be included in your final oral presentation details letter.
2. PowerPoint presentation files should be prepared in wide screen format with a ratio of 16:9.

LOADING YOUR PRESENTATION

All presentations will be networked to the presentation rooms prior to each session commencing, therefore you need to ensure your presentation is loaded **at least 3 hours prior** to your speaking time. **It will not be possible to use your own laptop or USB for your presentation.**

1. Speakers should bring their presentation saved in .ppt format on a USB stick.
2. Please ensure your presentation is saved using the following naming convention: Day_Room_Time_LastName, FirstName e.g., **Thu_PlenaryThree_1115_Doe, John.**
3. All speakers are required to pre-load **their presentations at least 3 hours prior to their individual speaking time.**
4. Please visit the Speaker Preparation Room 201 located on Level 2 of the Melbourne Convention Centre to upload your presentation.

Open hours:

- Monday 13 August 2018: 0730-1700 hours
 - Tuesday 14 August 2018: 0730-1700 hours
 - Wednesday 15 August 2018: 0730-1700 hours
 - Thursday 16 August 2018: 0730-1700 hours
 - Friday 17 August 2018: 0730-1400 hours
5. **Special fonts:** please ensure you bring a copy of any special/unusual fonts you require for your presentation.
 6. **3rd party software:** please ensure you bring a copy of any industry specific software that you may require for your presentation.

MOVIES OR SOUND FILES

1. If you have movies or sound files in the PowerPoint presentation please embed these within your PowerPoint. Please also bring a copy of the sound or movie files on a USB in case they are lost on different versions of PowerPoint or have become corrupt during transit.
2. So that the integrity of your presentation files can be checked, please advise the speaker's preparation technician that you have movie files immediately upon your arrival at the Melbourne Convention Centre.
3. Ensure that you have the correct AVI codecs saved with the video/audio file presentation. The technicians within the Speaker's Preparation Room can assist with this and download any missing codec files from the internet but this takes time, so it is in your best interests to advise the technician that you embedded video files as soon as possible.

If you have any questions please contact info@IMA2018.com.