



# WORLD CONGRESS OF PHLEBOLOGY

4-8 FEBRUARY 2018  
MELBOURNE

THE AUSTRALASIAN  
COLLEGE OF PHLEBOLOGY

## ORAL PRESENTATION GUIDELINES

**IMPORTANT:** Please note that these guidelines have been prepared for oral presentations during the congress.

There are several different types of oral presentations during the congress, therefore please read the below information carefully.

How I do it video presentations have separate guidelines available.

### PRESENTATION LENGTH

There are varying presentation lengths depending on the type of your presentation within the program. Please refer to the below information for the length of your presentation.

#### Masterclass presentations

Masterclasses are scheduled for 1 hour and should be approximately 40-45 minutes presentation time, allowing for 15-20 minutes for questions.

#### Keynote and State of the Art presentations

10 minutes presentation time. Questions will be taken during the panel discussion at the end of the session.

#### Invited speaker presentations

15 minutes presentation time. Questions will be taken during the panel discussion at the end of the session.

#### Oral communication presentations

10 minutes presentation time. There will be no individual Q&A after each presentation, instead there will be a joint Q&A at the end of the session.

#### Case presentations

10 minutes presentation time. Questions will be taken during the panel discussion at the end of the session.

### POWERPOINT FILES

All users of Macintosh hardware need to ensure before they leave home that the files are compatible with PC hardware. It is expected that presenters will use Microsoft and all computers within the Melbourne Convention and Exhibition Centre use Microsoft software.

Other compatible software includes:

- Windows XP
- Office XP (Word, PowerPoint, Excel, Access, Outlook)
- Windows Media Player
- Quick Time
- WinZip
- Adobe Acrobat
- Flash Player

Please let Judy Kingston (contact information below) know **immediately** if you use a Mac system.

#### Contact details

**Phone:**

**Email:** [info@uip2018.com](mailto:info@uip2018.com)

**Address:** Level 2, 369 Royal Parade  
Parkville VIC 3052 Australia



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## PRESENTATION TEMPLATES AND DELIVERY

Presentations should be prepared in wide screen format with a ratio of 16:9. Please feel free to use the official UIP 2018 PowerPoint template for your presentation.

The official PowerPoint template can be [downloaded here](#).

Speakers should bring their presentations saved on a USB memory stick.

## LOADING YOUR PRESENTATION

All speakers are required to pre-load their presentations at least 3 hours prior to their individual speaking time.

Speakers should go to the **speakers preparation room** at least 3 hours prior to their session commencing to load their presentations.

All presentations will be networked to the presentation rooms; therefore you need to ensure your presentation is loaded prior to your speaking time. **It will not be possible to use your own laptop or USB for your presentation.**

## MOVIES OR SOUND FILES

1. If you have movies or sound files in the PowerPoint presentation please embed them and also bring the sound or movie files on the CD in case they are lost on different versions of PowerPoint.
2. Advise the speaker's preparation technician that you have movie files immediately upon your arrival at the Melbourne Convention and Exhibition Centre, so that the integrity of the files can be checked on the scientific sessions network.
3. Ensure that you have the correct AVI codecs saved with the video/audio file presentation. Speaker's Prep can assist with this & 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.
4. Bring a Backup Copy. CDs can often be corrupted or scratched in transit.
5. Fonts. Bring a copy of any unusual fonts you require.
6. 3rd Party Software. Bring a copy of any industry specific software that you may require.

To ensure a complete and effective presentation every time here's what to do:

- Create a folder for your presentation.
- Place or copy every file that is used in the presentation in this folder. This will include all pictures, movies, sounds or any files that are used in the presentation.
- Re-create any links so that they access this presentation folder (Insert, Movies and Sounds, From File). Remember to resave the presentation.
- To copy your presentation you should now include the entire folder, complete with all files that it will access via the links. This will ensure your presentation is saved & viewed successfully and as intended.
- Another advantage of this approach is that you have access to the original files such as video clips etc. in the event of PowerPoint problems.

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## ENQUIRIES AND CORRESPONDENCE

Please contact the UIP 2018 Project Manager: [judy.kingston@mci-group.com](mailto:judy.kingston@mci-group.com)

Judy Kingston

**Project Manager**

**World Congress of Phlebology 2018**

**E:** [judy.kingston@mci-group.com](mailto:judy.kingston@mci-group.com)

**W:** [www.uip2018.com](http://www.uip2018.com)

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