



# 24th Annual Scientific Meeting of the Australasian College of Phlebology

26 - 29 April 2024 | Fiji

## SPEAKER GUIDELINES

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**Conflicts of Interest:** All conflicts of interest MUST be disclosed in the first slide of your presentation after the title slide. Allow adequate time for the audience to read this slide. The chair will ask you to go back to this slide if it is simply flicked through.

**Financial Support:** Financial support received in regards to the work described MUST be acknowledged.

**Ethics Approval:** All human or animal experimental studies presented MUST have prior Ethics Approval from institutional authorities and declared in the Methods. All research work must have followed standards set by the Declaration of Helsinki.

**Drug Names:** Use generic drug names with the proprietary names in brackets eg. polidocanol (Aethoxysklerol). Disclose the identity of experimental agents and/or technologies discussed and declare any unapproved or off-label uses of pharmacological, biological, and medical products that you will discuss.

**Trademarks:** Avoid the use of trademarks, advertisements or product company logos.

### EQUIPMENT

**Equipment:** Standard audio-visual equipment will be available in the lecture hall for the projection of standard PowerPoint presentations. Should you require special audiovisual equipment, please contact the meeting organisers at least one week in advance.

**Powerpoint Display:** An aspect ratio of 16:9 is required, but we can accommodate aspect ratios of 4:3. You can check the aspect ratio under "Design" and "Slide-Size" in PowerPoint.

**Own laptops:** You cannot use your own laptop for your presentation.

### PRESENTATIONS

**Presentation type:** Please prepare your presentation as a PowerPoint presentation only.

**Videos:** All videos need to be checked and tested in the presentation room before the presentation. Any enquiries regarding accepted formats and other technical enquiries should be addressed well ahead of the presentation day to the meeting organisers.

**Arrival:** Upon arrival at the venue, report to the Registration Desk and check the final program for scheduling details of your presentation. Our registration staff will inform you about the location of the Speaker Room.

**Speaker-Ready-Room:** Report to the Speaker Room for your slide check at least 60 minutes before the start of the session for which you are scheduled as a presenter.

**Meeting the Chairpersons:** Report to the podium 10 minutes before the start of your session to meet the session chairs and receive final instructions.

**Your Presentation:** The Chair or moderator will introduce you and the title of your talk. Sit at the front of the room and be at the lectern when they have finished the introduction.

