



# The 20th Annual Scientific Meeting of the Australasian College of Phlebology

## 5-7 May 2019 | Cairns Australia

## SPEAKER GUIDELINES

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**Conflicts of Interest:** All conflicts of interest should be disclosed in the first slide of your presentation after the title slide. Allow adequate time for the audience to read this slide. The chairpersons 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 should be acknowledged.

**Ethics Approval:** All human or animal experimental studies presented MUST have prior Ethics Approval from institutional authorities. This must be 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. Avoid using any trademarks such as 'EVLT' and instead use endovenous laser ablation (EVLA).

### EQUIPMENT

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

**Powerpoint Display:** to ensure the correct layout of your presentation ensure the aspect ratio is 16:9 which you can check in the page set-up settings of Powerpoint

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

### PRESENTATION

**Videos:** All videos need to be checked and tested in the presentation room at least one day before the presentation. Videos will NOT be accepted for testing on the day of the presentation. Any enquiries regarding accepted formats and other technical enquiries should be addressed well ahead of the presentation day to the meeting organisers. Email: [acpasm@phlebology.com.au](mailto:acpasm@phlebology.com.au)

**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. Please bring your final presentation on a USB stick.

**Introduction Slide:** All presentations for a session will be pre-loaded onto the projection equipment in the lecture hall. A slide showing the title of your paper and authors names (as appearing in your abstract), will be inserted before your opening slide and will be projected during the chairperson's introduction of your presentation.

**Meeting the Chairpersons:** You are requested to report to the podium in the lecture hall 10 minutes before the start of your session to meet your session chairs and receive final instructions. You are requested to stay in the lecture hall until the end of the session.

**Operating the slides:** You will be able to operate slide projection from the lectern yourself. A mouse or laser pointer will be provided by the organisers.

**Number of Slides:** Prepare the number of slides in your presentation to suit the time allocated. A green light on the lectern will signal the start of the presentation with the minutes remaining. A yellow light will signal a two minute warning with the last minute counted down in seconds. A red light will signal the end of your presentation. Session chairs will strictly maintain speaking times.

