



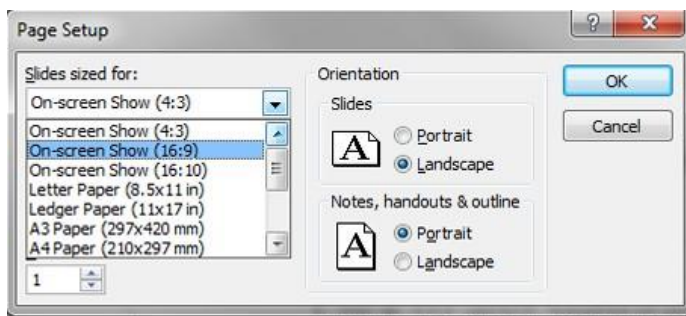
## Instructions for Presenting Authors at Acoustics 2023 Sydney

### Preparation of Presentation Slides, Speaker Management System, Presentation and Timing

#### 1. Slide Presentation Preparation

Each presentation has a **total 20 min time allocation**. You should plan your presentation for no more than 15 min to allow for 3 min questions/discussion (Q&A) and 2 min for speaker change over during which time audience members wishing to change rooms can do so. Session chairs will assist in keeping sessions on time.

- Slides must be prepared in **Microsoft PowerPoint .pptx, Google Slides format or .pdf**, using English only.
- It will not be possible for presenters to use their own laptops, a USB pen drive etc. to present their slides.
- Presentation files must be ultimately saved in **Windows OS format**. Other formats must be converted to a Windows readable format before uploading files to the Windows-based Speaker Management System. For those using Google Slides, please export your presentation to Microsoft PowerPoint format as the last step.
- The file that is uploaded to the Speaker Management System must contain all components of slide presentations including sounds, images, gifs, videos, content from websites, etc.. It will not be possible to connect to the Internet, websites or other external links during the presentation.
- Standard PowerPoint/Google Slides/.pdf presentations must be adjusted to fit the projector to avoid black edges on slides. **Please ensure that that PowerPoint/Google Slides/.pdf presentations are in 16:9 and not 4:3 aspect ratio.** To adjust the presentation, please follow the steps in the following illustration for **PowerPoint** in Windows (or equivalent for PowerPoint in Mac OS, Google Slides or your .pdf creator):

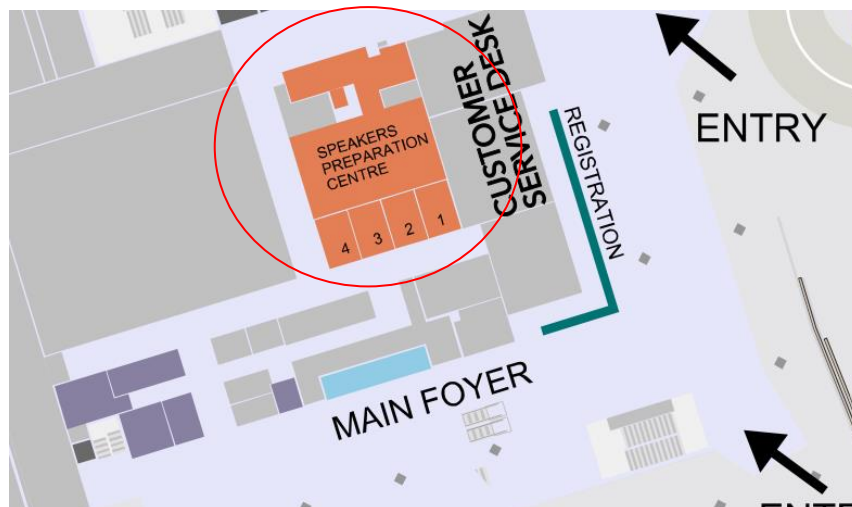


1. In PowerPoint 2023/365 Choose file→Page setup. In PowerPoint 2007/2010 choose the “Design” tab then click the “Page Setup” button.
2. In the drop-down box, select “On-screen Show(16:9).

- Note: Please aim to have a maximum of ~12 slides to ensure you have time to discuss each slide within your 15 mins allocated presentation time. A further 3 mins will be available for Q&A followed by 2mins changeover.

## 2. Speaker Management System and Speaker Preparation Centre

- A Speaker Management System will be used for Acoustics 2023 Sydney.
- Presenting authors **must upload their presentation** files at the Speaker Preparation Centre at the Sydney International Convention Centre (ICC) – refer to the map below – **at least 4 hours prior to the start of the session** in which they are presenting.
- Windows-based PCs within the Speaker Preparation Centre *are* connected to the Internet, so presenting authors will be able to access e.g. their slides in web-based email, (Drop)Box, Google Drive etc. online accounts. USB “pen-drives” are an option. A portable optical media drive (CDs/DVDs) will be available.
- Alternatively, for those presenting authors wishing to upload their presentation in advance, they can do so at: <https://www.dropbox.com/request/o0QxOmTXyVRzAZe2ZC0f>. The deadline for this option is Friday 1<sup>st</sup> Dec, 11pm AEDT. Please name your file as follows: **SessionCodeOrder\_Surname\***, e.g. **1pSA5\_Halkon.pptx**.  
\*Note, you can find all of this by consulting the Technical Program: <https://acoustics23sydney.org/program/>.
- It is **requested that all authors also check their slides** play as required (e.g. check all fonts are installed, embedded videos/audio work, etc.) on the demonstration computer in the Speaker Management Centre.
- Dedicated A/V staff will be available in the Speaker Preparation Centre to assist you with uploading files to the Speaker Management System on Sunday from 12:00 to 17:00 and Monday to Friday from 07:30 to 17:00.
- The Speaker Preparation Centre (shown in orange on the map below) is located on the Ground Floor at the ICC near the Registration Desk (which is the entrance closest to the Sofitel Sydney Darling Harbour).



### 3. Presentation of Slides

- Authors will use the **laptop** provided in all technical session rooms. A demonstration of the setup is available in the Speaker Preparation Centre where authors can practice using them prior to their session.

#### Lectern Operation

- The presenter will self-manage the opening of presenter slides via the laptop on the lectern.
  - Limited A/V support is available on-demand during sessions but there may be a delay; it is hence vital for presenting authors to practice in the Speaker Preparation Centre
- Open your presentation from the SESSION PRESENTER LIST SLIDE via the laptop
  - Use the mouse to click on YOUR NAME (which is hyperlinked to your slides)
- Once you select your name, your slides will be presented to you and to the audience (via the room projection system); note, if you are uploaded as PPT, you will have **“Presenter View”**/notes page available
  - For those using .pdf, NO 'Presenter View' is available
- An automatic countdown timer will start when the presenting author launches their presentation
- You can then use the laser pointer, keyboard or mouse to control your slides in the usual way
- Once finished, press Escape on the keyboard to go back to the SESSION PRESENTER LIST SLIDE
- The next presenting author can then repeat the process

### 4. Session chairs and timing

- Authors should introduce themselves to the chairs of their session in the appropriate room in the 30 mins prior to the start of their session.
- It is of **great importance** that presenting authors (with support from session chairs) ensure that they keep their talk to time as follows: 15 mins to present, 3 mins for Q&A, 2 mins to changeover.
  - Some delegates may wish to change rooms during sessions so we require your assistance to keep *your* talk on time, thereby ensuring that all sessions are synchronized.
  - Should there be a “no-show” during the session in which you are presenting, session chairs **will not change the order of presentations**, sticking to what is published in the Technical Program.
- Session chairs will be seated toward the front of the room during the presentation and will assist the author with keeping their talk to time. Session chairs determine the timing, not the automatic countdown timer which is included for a convenient guide for presenting authors, assuming they start their talk on time.
  - Session chairs will give a clear visual indication to presenting authors if they are running over-time; if you receive such an indication, please take note and endeavour to wrap up your presentation/Q&A.

We thank you in advance for your kind attention and generous support with the careful preparation and delivery of your presentation slides during Acoustics 2023 Sydney. We trust that the detailed information contained herein is helpful. In following it, you are helping us to host an excellent scientific meeting.

We look forward to meeting you in Sydney in December!

Best wishes,

Benjamin Halkon and James H. Miller,  
Technical Co-Chairs,  
Acoustics 2023 Sydney