

Instructions for Presenters

It is our great pleasure to welcome you as a session speaker at AAEE 2023 in Sea World, Gold Coast. Please note that AAEE 2023 is an in-person conference; presenters are expected to be on-site to give their presentations and to interact with the audience. In general, there is no planned provision for recorded or remote presentation, live streaming, or any hybrid format.

If authors cannot attend in-person to give their presentation, they are encouraged to arrange for a substitute presenter. Exceptions to this will be considered on a case-by-case basis and if logistic and technical arrangements are possible.

Please note that every session has a coffee/lunch break prior the start of it; we encourage you to be at the room of your session **20** minutes before the session starts so that you can meet your session chair and the other speakers in advance. To ensure a coherent quality, we kindly ask you to follow these instructions:

Standard Presentation (15 min)

The overall time slot for each presentation is **15 minutes**. Plan your speech for a duration of 10 to 12 minutes to allow for 3 to 5 minutes Q&A and speaker transition. Session chairs have been instructed to rigorously enforce the schedule, and to strictly respect the duration of a presentation. We kindly ask for your understanding and cooperation in keeping the session schedule.

Please note that there is no PowerPoint template for the oral presentation, you are welcome to prepare your own design. Keep in mind that most speakers cover one to two slides per minute.

Short Presentation (5 min)

The overall time slot for each presentation is **5 minutes**. Presentations will be delivered continuously, with approximately 9 to 10 presentations per session. After the last presentation, a Q&A and a panel discussion will be facilitated and moderated by the Session Chair for about 45 to 50 minutes. Presenters are welcome to bring any supporting material (i.e., posters, printed documents, etc.) to facilitate the discussion.

Please note that there is no PowerPoint template for the short presentation, you are welcome to prepare your own design. Keep in mind that most speakers cover one to two slides per minute.

Conference Room Resources

A video projector will be available in each conference room. Speakers are not allowed to use their own computers. Please bring your presentation on a USB memory stick in MS-PowerPoint or Adobe PDF formats.

To avoid any problems with your presentation, please make sure it fulfils the instructions below.

PowerPoint Instructions

If you are preparing your presentation in PowerPoint, please use the following versions only: PowerPoint 97-2003 (*.ppt) or 2007, 2010, 2013, to guarantee that it will work successfully on the on-site PC. We recommend you save your PowerPoint presentation using PPT format instead of PPS.

All videos or animations in the presentation must run automatically. Images in JPG are the preferred file format for inserted images. Images in GIF, TIF, or BMP formats are accepted as well.

Images inserted into PowerPoint are embedded into the presentations. Images created with a dpi setting higher than 200 dpi are redundant and will only increase the file size of your presentation.

We cannot provide support for videos embedded in your presentation; please test your presentation with the on-site PC several hours before your session starts. Generally, the mp4 format should work with no difficulties. If your video is not inserted in MS-PowerPoint, it is possible to have it in other formats – MPEG 2,4, AVI (codecs: DivX, XviD, h264), or WMV. The suggested bitrate for all mpeg4-based codecs is about 1 Mbps with SD PAL resolution (1024x576pix with square pixels, AR: 16/9). Please note that sound is available in all session rooms.

Fonts

Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause a wrong layout/style of your presentation. If you use non-standard fonts, these must be embedded into your presentation by choosing the right option when saving your presentation: