



ORAL PRESENTATION GUIDELINES

The 5th International Conference on Transportation Geotechnics Organising Committee welcomes your contribution to the Conference.

To ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register and pay for the Conference. If you have not done so already, please visit <https://www.ictg2024.com.au/registration/> and complete the registration form **as soon as possible**. Failure to register will result in the withdrawal of your presentation from the program.

Onsite at the Conference

Please visit the registration desk when you first arrive at the Conference and collect your name badge and other related materials. From there you will be directed to the Speaker Preparation Room to check in with the audio-visual technicians.

If you have any queries regarding the program or your presentation, please visit the registration desk located in the Marble Foyer on level 1 of the Sydney Masonic Centre. The desk will operate during the following times:

Tuesday 19 November 20241400 - 1700
Wednesday 20 November 20240700 - 1800
Thursday 21 November 2024.....0730 - 1630
Friday 22 November 2024.....0730 - 1530

** Please note that these timings are subject to change*

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located at the Banquet Hall Balcony on level 1. The Speaker Preparation Room will be open during the following times:

Wednesday 20 November 20240700 - 1730
Thursday 21 November 2024.....0730 - 1630
Friday 22 November 2024.....0730 - 1530

** Please note that these timings are subject to change*

At the Speaker Preparation Room, you will be able to prepare your presentation, make final changes to your presentation on available computer stations, view how the presentation area will be set up and receive demonstrations on use of the equipment.



All oral speakers are asked to visit the Speaker Preparation Room **at least 2 hours prior** to their session commencing to ensure the presentation is checked and tested.

POWERPOINT PRESENTATIONS

Speakers are required to upload their PowerPoint presentations via the [eOrganiser portal](#) prior to the Conference. All presentations must be uploaded into eOrganiser by **Monday 11 November 2024**. This is to ensure your presentation is uploaded and tested prior to you attending on the day.

Speakers will be able to make changes to their presentation during the Conference up until **2 hours prior** to the allocated presentation time. As a backup, please ensure to bring a copy of your presentation to the Conference on a USB.

Presentations must be prepared in Microsoft PowerPoint. Should your presentation be in Mac format, it is imperative that this be **converted to PC format prior to arrival** at the Conference.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, [click here](#).

Videos and/or animations must be embedded in the presentation file and cannot be linked to independent files. Please ensure that these are also saved as individual files on your USB.

You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

All PowerPoint presentations must be uploaded to the [online portal](#) by Monday 11 November 2024. When uploading your presentation, ensure you select the correct submission type: **+ Submit PowerPoint Presentation**.

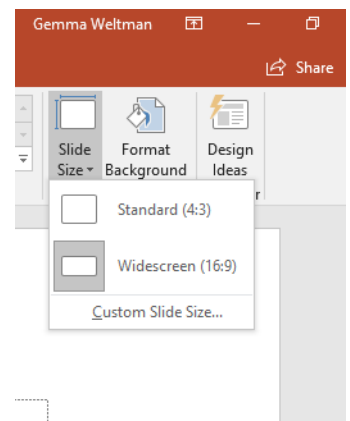
If you upload your presentation via the [eOrganiser portal](#), you are still required to visit the speaker preparation room to check your presentation and receive further information as applicable.

EMBED YOUR FONTS

We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

To embed your font into your PowerPoint presentation:

1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right-hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that 'Embed fonts in the file' and 'Embed all characters' are both selected.
4. Click 'OK' and then save the presentation.





Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

AUDIO VISUAL EQUIPMENT

The following audio-visual equipment will be in every room at the Conference:

- Projection screen and data projector
- Microphone attached to the lectern
- One presentation computer with Windows OS, Office and Adobe Reader

Internet access will be available from the presentation computer. Please have all your videos and fonts embedded into your presentation.

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. We will try to accommodate requests, however this cannot be guaranteed.

A technician will be available to handle any problems that may arise.

SESSION DETAILS - CHECK AHEAD

The full program is currently being finalised and will be released in September 2024.

Please visit the [Conference website](#) well ahead of time to confirm details of your session within the Conference program. The program is subject to change, so please ensure you check the program for the most up to date version.

PRESENTATION AWARDS

If you have nominated your abstract for consideration for an award, the announcement of award recipients will take place during the closing of the Conference on Friday 22 November 2024.

SESSION VENUE - ARRIVE EARLY

Please assemble in your [session room](#) **at least 15 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

TIME ALLOCATION

Each oral presentation will have 8 minutes allocated followed by a 2-minute Q&A. Please ensure that you keep to your allotted time frame. Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to.

Your Chair will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.



Should one of the presenters in your session not be present, please keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

SPEAKER PROCEDURES

- Your presentation will be available via the electronic lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- Please keep track of your time.

SESSION ROOM SET UP

There will be reserved seating for you at the front of the room for the duration of the session. You should be seated in the reserved seats from where you will be called to the lectern in sequence by the Chair.

Should you have any additional accessibility requirements, please advise the Conference Managers as soon as possible so that appropriate arrangements can be made.

LANGUAGE

Please note that the official Conference language is English. **All presentations must be made in English.**

CONTACT THE CONFERENCE MANAGERS

If you require further assistance, please contact the Conference Managers at:

Email: ictg2024@arinexgroup.com

Phone: +61 2 9265 0700

Thank you for your help in making the 5th International Conference on Transportation Geotechnics a success!