

# WCIM 2010 Melbourne

20 – 25 March 2010

Melbourne Convention and Exhibition Centre  
MELBOURNE, AUSTRALIA

[www.wcim2010.com.au](http://www.wcim2010.com.au)



World Congress of Internal Medicine

## WCIM 2010

In conjunction with

### PHYSICIANS WEEK

20 - 25 MARCH 2010

MELBOURNE, AUSTRALIA

## ORAL PRESENTATION ADVICE

To help your presentation run smoothly, a number of services and facilities will be provided for you. Please take the time to read the following instructions to ensure your presentation is successful.

### SPEAKER CHECKLIST

- Register for the Congress
- Speaker Consent Form

### GENERAL INFORMATION

Presenters will need to register at the registration desk when they first arrive at the Congress to collect their name badge and other materials.

### PRESENTATION TIME ALLOTTED

Please refer to your acceptance letter for your presentation time and length. Please ensure that you keep to your allotted time frame. Session and presentation times are subject to change.

### SPEAKER PREPARATION ROOM

Speaker Preparation will be located in **Speaker Room 215**. This room will operate as follows:

Sunday 21 March 2010	Monday 22 March 2010	Tuesday 23 March 2010	Wednesday 24 March 2010	Thursday 25 March 2010
0730 – 1800	0700 – 1730	0700 – 1730	0700 – 1730	0730 - 1230

It is important that presenters visit the Speaker Preparation Room well in advance of their session (a minimum of one day before commencement of their session) to check in with the technician and hand in their presentations.

### AUDIO VISUAL

The following Audio Visual equipment will be in every room at the Congress:

- Data projector
- PC compatible laptop with CD-Rom facility
- Laser pointer

Speakers are advised to bring their presentation on CD-Rom or USB memory stick.

### SPEAKER PROCEDURES

There will be an operator in constant attendance within the venue. The following is a brief explanation of the audiovisual procedures onsite at the Congress:

- Upon arrival at the Congress, all speakers are required to register to collect their name badge and materials, and then proceed to the Speaker Preparation Room to hand in their presentation to the technician (a minimum of one day before commencement of their session).
- Speakers must be in the allocated session room 10 minutes before their session to meet with the chairperson.
- A computer will be on a side table next to the lectern. If speakers are not familiar with this equipment, they are encouraged to visit the Speaker Preparation Room in order to obtain assistance.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a problem, the operator will attend to it. The problem will be fixed as fast as possible; during this time, speakers should continue with their speech.
- The session Chairperson will time the presentations. It is important that speakers keep to the program timetable.

### MEDIA

As all Congress sessions are open to the media, your presentation may be attended or recorded by media representatives. Media may also wish to interview you after your presentation and therefore the Congress organisers will provide a dedicated media unit and media room should you require support, advice, or a venue to conduct interviews.

**LANGUAGE**

Please note that the official language for WCIM 2010 Melbourne is English. No translation will be provided; all presentations must be in English.

***We wish speakers all the best with their presentations. For further details or assistance, please contact the Congress Managers.***

***WCIM 2010 Melbourne Congress Managers***

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