



ORAL PRESENTATION GUIDELINES

Please take the time to read the following instructions to ensure your presentation is successful.

REGISTRATION DETAILS

All speakers and poster presenters are required to register for the Congress by the author registration deadline of **1st September 2010**. Please refer to your acceptance letter for step by step instructions on how to register.

CONGRESS CHECK-IN

All speakers and poster presenters will need to register at the registration desk when they first arrive at the Congress to collect their name badge and other related materials. The registration desk will be located on level one of the Sydney Convention & Exhibition Centre, in the Parkside Foyer.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room will be located in **Parkside G05** and will be open for the duration of the Congress. Speakers are required to report to the Speaker Presentation Room with their presentation on **CD-Rom or USB Memory Stick** at least **2 hours** prior to their session. A technician will be available to upload presentations, which will be pre-linked so that session Chairs can quickly and easily bring them up in order to keep the program on time.

AUDIO VISUAL EQUIPMENT

Each session room at the Melanoma 2010 Congress will be equipped with the following audio visual equipment:

- One data projector
- One screen
- One PC computer with Microsoft PowerPoint
- Lectern and microphone

Overhead and 35 mm Slide Projection will not be available at the Meeting

LANGUAGE

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

SPEAKER PROCEDURES

There will be an AV technician in constant attendance within the venue. Following is a brief explanation of the audiovisual procedures onsite at the Congress:

- Please be in your allocated session room **10 minutes before the start of your session** to meet with your chairperson and check in with the technician re: sound and A/V issues. The PC computer will be on a side table next to the lectern. Please familiarise yourself with this equipment prior to your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a problem, a technician will attend and rectify it as promptly as possible. The Chairperson will time your presentation. Please ensure that you keep to the program timetable, your letter of acceptance will outline to you your allocated presentation time. Speakers are also reminded to allocate 2-5 minutes of presentation time for questions from the audience.

We wish speakers all the best with their presentation. For further details or assistance, please contact the Congress Managers using the contact details in the footer of this page.

SMR 2010 Convenors:

Nicholas Hayward
Richard Kefford
Graham Mann

Skin Cancer & Melanoma Centres Meeting Convenors:

John Thompson
Jonathan Stretch
Diona Damian

International Melanoma Pathology Working Group Convenors:

Richard Scolyer
Ray Barnhill
Stan McCarthy

Melanoma 2010 Congress Managers

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