

SWAN 2024 – Trauma, Critical Care and Emergency Surgery Conference

29 February – 2 March 2024

Sheraton Grand Sydney Hyde Park, Sydney, Australia

ORAL/SPEAKER PRESENTATION GUIDELINES

On behalf of the SWAN 2024 Organizing Committee we would like to thank you again for your contribution to the event and look forward to welcoming you.

To ensure your oral presentation involvement runs smoothly, several 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 event

All presenters are required to register for the event. To register please visit the [SWAN Website](#) and complete the delegate registration form as soon as you can (Early Bird registration ends on 31st December 2023)

Onsite at the event

Please go directly to the registration desk when you first arrive to collect your name badge and other related materials.

Audio Visual Equipment

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

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

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

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

Final presentation is to be submitted to SWSLHD-SWAN@health.nsw.gov.au no later than **Thursday, 22nd February 2024**, for preparations and pre-loading.

Check Your Session Details

Please visit the [SWAN Website](#) well ahead of time to confirm details of your session within the program. The program is subject to change so please ensure you monitor this online.

Time Allocation

Each oral presentation has been allocated **8 minutes** plus **2 minutes** for Q&A. In the interest of fellow speakers, please ensure that you keep to your allotted timeframe.

The Session Chair will time your presentation and provide you with a **2 minute** warning before notifying you when your time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

Should another presenter in your session fail to appear, the Chairperson will keep to the program running order. The same policy applies should the session finish earlier than expected.

SWAN Conference Secretariat Contact:

Email: SWSLHD-SWAN@health.nsw.gov.au

Website: <https://swanconference.com/>

Arrive At Your Session Early

Please meet in your session room **at least 10 minutes prior** to the start of the session. This will allow time for the Chair to meet you, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

PowerPoint Presentation

Please ensure your PowerPoint presentations are in 16:9.

Please bring your PowerPoint presentation on a USB if you make any last minute changes or it will be the version you submit to the Conference Organising Committee earlier.

Speaker Procedures

- There will be a reserved seating for you at the front of the room for the duration of the session. You should seat where you will be called to the lectern in sequence by the Chair.
- Your presentation will be available via the computer at the lectern. If you are not familiar with this equipment, visit your session room early or visit the AV technicians for assistance well ahead of your presentation.
- Microphones will be on all the time. 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 time.

Thank you for your help in making the SWAN 2024 Trauma, Critical Care and Emergency Surgery Conference a success!