5TH AUSTRALIAN CANCER & METABOLISM MEETING 2024

ORAL PRESENTATION INSTRUCTIONS

Thank you for taking the time to read these instructions to ensure deadlines and expectations as an Oral Presenter are met. Please see below for details on requirements for oral presentations.

- Abstracts submitted and accepted for oral presentations will be delivered **in-person** at the Meeting.
- Oral Presenting Authors are required to register for the Meeting by 5pm ACST Fri 19 Apr 2024 or their presentation may be removed from the program.
- If you decide to withdraw your oral presentation, please advise us via email pcmt@sahmri.com by 5pm ACST Fri 12 Apr 2024 or as soon as possible so the program can be adjusted accordingly.
- The program schedule will detail the day and time of your presentation. The program will be uploaded to the website closer to the meeting dates. Please review website and socials frequently for updates.
- Only Presenting Authors are listed on the program and will display as per your original submission, so please ensure all details in your original submission are correct.
- If you wish to withdraw your presentation, or if you need to change the Presenting Author after submission due to illness, please advise the Meeting Organisers at your earliest convenience by emailing pcmt@sahmri.com.

PRESENTATION TIMING

- As an Accepted Oral Presenter you will have a total of 15 minutes for your presentation.
  - 10 mins for presentation
  - 5 mins for questions
- Oral Presentations must not be longer than the allocated time slot and the nominated chairperson for each session will strictly ensure the program stays on time.

PREPARING YOUR PRESENTATION FOR THE MEETING

Please refer to the program schedule to view the day and time of your presentation available on our website HERE. (Note: The program will be finalised in early 2024 and announced across our mailing list and socials).
The program is subject to change, please ensure you download the most recent program before attending the event.

- All presentations are via PowerPoint.
- All presentations will be run on the venue PC so please ensure your presentation is compatible to be loaded to this device.
- PowerPoint presentations should be prepared in wide screen 16:9 format (not standard 4:3).

- Please have your presentation saved under your last/family name.
- It is recommended to bring two copies of your presentation on separate memory sticks as well as any video and audio files embedded into your presentation (as separate files) so they can be loaded and linked.
- If you have any conflicts of interest, please ensure you include a slide disclosing the conflict of interest within your presentation.
- You must bring your presentation to the meeting on USB Flash drive on the day of your presentation for it to be loaded onto the venue system. Please see presentation loading windows below.

PRESENTATION LOADING WINDOWS

Please note if you wish to click through to check your slides prior to the presentation this option is *only available at the earliest slot of each day.*

Date	Time	
Wed 15 May	11.00 AM	**Click through to check allowed**
	2.00 PM	*No click through to check available*
Thu 16 May	8.00 AM	**Click through to check allowed**
	10.00 AM	*No click through to check available*
	12.00 PM	*No click through to check available*
	2.00 PM	*No click through to check available*
Fri 17 May	8.00 AM	**Click through to check allowed**
	10.00 AM	*No click through to check available*

PRESENTATION EQUIPMENT

The session room will be equipped with:
- PC laptop, lectern and lectern microphone, lapel microphone, projector screen and hand-held slide presenter / laser pointer (clicker) supplied by the venue.
- All presenters must use the venue laptop and devices.
- **It is strongly recommended to load and check your presentation material at the first presentation loading window of each day to avoid any problems when you present.**
- We strongly recommend arriving to your session in advance to meet with your session chairperson outside the meeting room 10-15 minutes prior to the commencement of the session.

PRESENTER REGISTRATION DESK CHECK-IN

- Presenters are requested to identify themselves as an Oral presenter when they check-in at the registration desk on arrival.
- Further details will be provided to presenters closer to the event dat

KEY DATES FOR ORAL PRESENTERS	Abstract Submission Deadline:	Mon 1 Apr 2024
	Abstract Notification:	Tue 9 Apr 2024
	Date to Withdraw:	Fri 12 Apr 2024
	Author Registration Deadline:	Fri 19 Apr 2024
	Meeting Dates:	Wed 15 - Fri 17 May 2024

PUBLICATION OF PRESENTATIONS:

JOIN THE ACMM 2024 MAILING LIST	SOCIAL MEDIA	EVENT ORGANISERS
To join the mailing list and be kept up to date with information on the ACMM2024 Meeting please email pcmt@sahmri.com and write "**Mailing List**" in the subject line.	Follow the ACMM2024 on social media to get the latest updates: https://twitter.com/acmm202446519 Join the conversation with **#ACMM2024**	The event organisers can be contacted at pcmt@sahmri.com