

## GUIDELINES FOR WORKSHOP PRESENTERS

The IAMRA 2018 Conference Organising Committee welcomes your contribution to the 2018 conference.

In order to ensure that your workshop 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 involvement is successful.

### REGISTRATION DETAILS

#### Prior to the conference

All presenters are required to register for the conference. To register please visit <http://iamra2018.com/registration.php> and complete the delegate registration form. There is no special registration rate for speakers.

#### Onsite at the conference

Speakers will need to register at the registration desk when they first arrive at the conference to collect their name badge and other related materials. If you are going to use a PowerPoint presentation or videos during your workshop session, you will need to visit the speaker preparation room where you must check in with the audio-visual technicians.

The speaker preparation room is located on level 2 in room Dubai E.

If you have any queries regarding the program or your presentation, please visit the **Registration Desk** located on **Level 1, in front of Maktoum Hall** of the Dubai World Trade Center. The desk will operate during the following times:

Saturday 6 October 2018..... 1400 – 1700  
Sunday 7 October 2018 .....0730 – 1700  
Monday 8 October 2018 .....0730 – 1700  
Tuesday 9 October 2018 .....0730 – 1700

### SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located on **Level 2** in room **Dubai E**. Please refer to the venue floor plan which will be included in the conference program application and book that you will receive upon registering.

The speaker preparation room will be open during the following times:

Sunday 7 October 2018 .....0730 – 1700  
Monday 8 October 2018 .....0730 – 1700  
Tuesday 9 October 2018 .....0730 – 1700

All workshop presenters are asked to load/check their presentation/videos or animations in advance **at least 4 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio-visual technicians.

If you are planning to use any printed materials during the session, please bring the copies for the attendees with you. There are very limited printing facilities onsite, so come prepared.

## **AUDIO VISUAL EQUIPMENT**

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

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2007/2010 and Adobe Reader
- Microphone attached to the lectern

**Overhead and Slide Projection will not be available.**

**Internet access will not be available from the presentation computer.**

*Should you require additional equipment it is essential that you contact the Conference Secretariat 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**

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Please visit the conference website well ahead of time to confirm details of your session in the conference program. The program is subject to change so please ensure you check any for changes on the conference website or the program mobile application. A mobile application will be available shortly before the conference commences. Please refresh the app frequently to view changes and important announcements.

## **TIME ALLOCATION**

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Workshop presentations are allocated **45** or **90 min**. Please check the conference program to confirm your session time.

In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

## **SESSION VENUE – ARRIVE EARLY**

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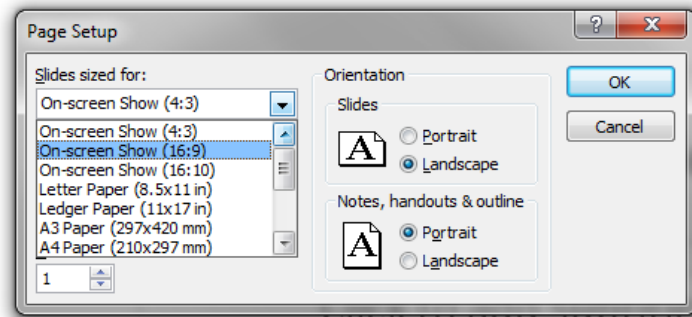
Please assemble in your session room **at least 15 minutes prior** to the start of the session. This will allow time to acquaint yourself with the seating arrangement, distribute onsite materials and chat briefly to workshop participants.

## POWERPOINT PRESENTATIONS

It is advised that presenters bring a copy of their PowerPoint presentation file to the conference, on a USB as a backup. If you choose to include videos or animations in your presentation, they must be embedded in the PPT file, and cannot be linked to independent files.

Standard PowerPoint Presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides. Please ensure your **PowerPoint Presentations are in 16:9** and **not 4:3**. To adjust your presentation, please follow these steps.

1. In PowerPoint 2003 Choose File → Page setup. In PowerPoint 2007/2010 choose the “Design” Tab then click the “Page Setup” button.
2. In the drop-down box, select “On-screen Show (16:9)”.



Please ensure you visit the Speaker Preparation Room **at least 4 hours** prior to the start of your session.

If you have any questions about, this process please email [iamra2018@mci-group.com](mailto:iamra2018@mci-group.com).

## SPEAKER PROCEDURES

- Your presentation will be visible on 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 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.
- Keep track of time.

## SESSION ROOM SET UP

Delegates will be seated in cabaret or theatre style.

There will be reserved seating for you at the front of the room for the duration of the session.

## **LANGUAGE**

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The official conference language of the conference is English. **All presentations must be in English.**

**Thank you for your help in making the IAMRA 2018 Conference a success.**

**For further details or assistance, please contact the Conference Managers.**

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