

Presenter Guidelines

Checklist	
Abstract	Please submit as early as possible to assist with program planning. Target closing date is 31 Dec. 2022 .
Written Paper for proceedings	31 March 2023 (extensions may be provided on request)
Presentation for Proceedings (if not providing written paper)	31 March 2023 (extensions may be provided on request)
Bio	31 March 2023
Registration	Please register early to assist with planning.
Visa Support Letter	ALTA will provide a letter on request.
Visa Application	Apply by 28 February 2023 (latest)
Presentation for conference	Bring to Presenter Breakfast on the day of your presentation. (Do not submit prior unless you are providing a presentation in lieu of written paper.)

1. General

- Dress code for the conference and social functions is business casual.
- ALTA will provide complimentary Wi-Fi in the convention centre during the conference. Separate Wi-Fi for hotel guests is included in the room rate.
- There is a dedicated business centre in The Pan Pacific Hotel venue, including meeting rooms, secretarial support and workstations. Charges apply.

2. Registration

- Presenters must register and pay to attend the conference by 28 February .
- Presenters receive 50% discount off registration fees **for the event in which they are presenting**.
- **Only one discounted Presenter registration fee allowed per paper.** Co-Presenters and Co-Authors must register as Delegates.
- Student presenters may register using the student rate.
- Presenter registrations are not transferrable and sharing is not permitted.

3. Letters of Invitation

- Letters of Invitation to support visa applications will be provided on request. We strongly recommend commencing the process **as early as possible** to avoid disappointment. Please provide the following information for the letter:
 - Full Name (as shown on passport)
 - Company and position
 - Address
 - Date of birth
 - Passport number
 - Date of issue
 - Date of expiry
 - Country of issue
 - Nationality

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4. Presenter Breakfast

- **Presenters and co-presenters are required to attend the Presenters' Breakfast on the morning of your presentation.** A continental breakfast will be provided.
- Please bring your presentation to the briefing on a USB drive for loading into the AV system. Do not submit before the conference unless you are providing a presentation in lieu of written paper.
- We recommend traveling with one copy in a carry-on bag and a second copy in checked baggage during airline flights, in case one of them is lost.
- During the briefing, we will introduce ALTA contacts, Chairpersons, Presenters, AV personnel and student volunteers. We will discuss timing, technology and any changes to the program. We will then take Presenters to the conference room to provide an orientation and hands-on technology briefing with the AV technician. Presenters may then return to continue breakfast.

5. Content and Format of Presentation

- Prepare a **25-minute presentation** including a brief Q&A time.
- Presentations must be submitted in **Microsoft PowerPoint format**.
- Use of the ALTA 2023 Presentation Template is encouraged, but not compulsory.
- Use of corporate templates is acceptable provided that "ALTA 2023" or the conference logo is included on each slide.
- Presentations will be shown on widescreens with 16:9 aspect ratio. Content may be presented in 4:3 ratio however the screen will show black bars on each side.
- Include title, author(s) and affiliations and countries, plus name and email address of presenter and corresponding author (even if there is only one author).
- Attach **videos in a separate file** – do not embed into the PowerPoint presentation

6. Presenter Bios

- Presenter must provide **brief bio by 28 March 2023** so that the Chairperson may properly introduce you. The session chair will read the bio to introduce you to the delegates, **100 words maximum**. **Refer ALTA 2023 Bio template**.

7. Copyright Guidelines for Abstracts and Written Papers

- ALTA's policy is to **share copyright with authors**, therefore copyright cannot be assigned to a third party.
- Authors are encouraged to publish the abstract on social media before and after the conference.
- Authors cannot publish the full papers on social media.
- Authors can publish full papers on their website, provided there is written acknowledgement that the paper was presented at ALTA 2023.
- Authors may present the paper at another conference after ALTA 2023 provided the paper includes acknowledgement that the paper was first presented at ALTA 2023.
- Authors may publish their paper in third-party publications provided the paper includes acknowledgement it was first presented at ALTA 2023.