



AUSTRALASIAN COLLEGE OF DERMATOLOGISTS SPEAKER GUIDELINES

GENERAL

- The following guidelines have been developed by the Australasian College of Dermatologists to assist you in planning for your speaking engagement(s) at the Annual Scientific Meeting (ASM).
- All presentations must be submitted to the conference secretariat in 16:9 format by Friday 3 May 2019 date.
- Presentations should be planned, coordinated, administered and evaluated in terms of educational objectives.
- Speakers are encouraged allow 20 % of their presentation for questions and answers.

MEETING REGISTRATION AND TRAVEL EXPENSES

- It is the philosophy of the College that members have an obligation to their colleagues to share their knowledge and skills at the meeting, without payment or reimbursement.
- Speakers must register and pay the appropriate registration fee.
- Invited speakers may be eligible to have their registration fee waived only. Any requests for invited speakers must be approved by the conference convenor.
- International invited speakers will have their registration fee waived and receive a travel grant to cover flights, accommodation and airport transfers for the meeting. Please provide the conference secretariat with details of your anticipated arrival and departure dates and a quotation from your travel agent for the flight costs. That College will meet the payment of accommodation and airport transfers within this travel grant at the principal meeting hotel, covering room and standard meals. Private entertainment, valet service and similar sundry expenses at the hotel are the private responsibility of the visiting doctor. Should you be accompanied, the College would be pleased to provide the cost of accommodation as outlined above for your companion, but is unable to be responsible for the cost of the companion's airfare.
- Any exceptions must be approved by College.

PRESENTATION SUBMISSION, AUDIO VISUAL AND ROOM SET-UP

- All presentations must be submitted to the conference secretariat in 16:9 format by Friday 3 May 2019 date.
- Speakers are encouraged to hand deliver their presentations at least two hours before required onstage, or the day before if presenting early in the morning to the speakers preparation room. The technician will be on hand one hour before the start of each session, then 30 minutes after close of the final session.
- Presentations must not include any branding of your own or any other business. Speakers may use watermarks or include text on slides to indicate personal copyright of images.
- Meeting rooms typically have the following specifications:
- Theatre seating – Alternate room sets, such as classroom or rounds, may be used at the discretion of the College
- A head table for up to four (4) people
- A hard wired podium microphone, computer monitor, mouse at the lectern and screen/LCD
- Table microphones and aisle microphones, as necessary
- An audio visual technician available for assistance.

- If your session requires any audio visual equipment that is not listed above or you have questions, please email your request to the conference secretariat three weeks prior to the ASM. Any last-minute requests cannot be guaranteed.

HANDOUTS

- Handouts should be sent to the conference secretariat two weeks prior to the ASM. Handouts received after this date may not be available until after the meeting.
- Reimbursement for handout reproduction is not permitted.
- Handouts may not be promotional in nature and can also be added to the conference App instead of handed put in paper format.

PHOTO POLICY

- Conference attendees may take photographs during oral or poster presentations provided that the photographs are strictly for personal, non-commercial use and are not to be published in any form without the speaker's permission, including on social media. Attendees are prohibited from using flash photography or otherwise distracting the presenters or members of the audience.

USE OF TRADE NAMES

- The use of trade names is discouraged, unless required for an educational or clarifying purpose. In general, speakers should use the generic names of drugs in lectures, Power-Point presentations, and handouts.
- When speakers introduce a drug in educational materials it is suggested they use both the generic and brand names. In addition, use of trade names should contain no advertising or product-group message.

REPURPOSING MEETING MATERIAL

- Under no circumstances can content and presentations from the meeting be reprinted or published outside the meeting unless specifically authorised by the College.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

- All speakers are strongly encouraged to include a disclosure slide in their presentation that lists their relevant disclosure(s) and any conflicts of interest.
- If no financial relationships exist, this must also be disclosed to the College and the attendees.

COMMERCIAL SUPPORT FOR SESSIONS/SPEAKERS

- Speakers must declare if they have received commercial support from industry for:
 - Travel and housing
 - Session materials/equipment/products
 - Receptions and other events before and/or after sessions.
 - There are no exceptions to this policy.