
ORAL PRESENTATION GUIDELINES

The **Australasian Society for Ultrasound in Medicine Conference 2026** welcomes your contribution to the 2026 Conference (**ASUM AU26**).

To ensure your presentation 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 Conference

All presenters are required to register and pay for the Conference. If you have not done so already, please visit the [Conference website](#) and complete the registration form. All presenting authors must be registered.

Onsite at the Conference

Please visit the registration desk when you first arrive at the Conference and collect your name badge. The registration desk will be located in the Northern Foyer on Level 2 (next to the stairs going up to Level 3) of the Perth Convention and Exhibition Centre. From there, you will be directed to the Speaker's Preparation Room to check in with the audio-visual technicians.

If you have any queries regarding the program or your presentation, please visit the registration desk. The desk will operate during the following times:

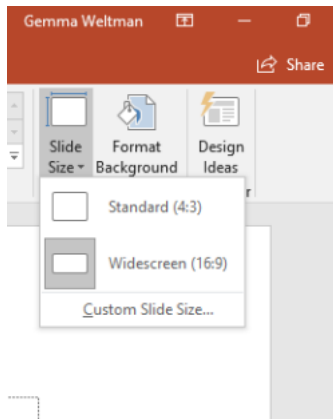
Friday 13 November 2026	15:00 – 17:00
Saturday 14 November 2026	07:30 – 18:00
Sunday 15 November 2026	07:00 – 17:00
Monday 16 November 2026	08:30 – 17:00
Tuesday 17 November 2026	08:30 – 13:00

Please note, these times are estimates and are subject to change closer to the Conference.

POWERPOINT PRESENTATION

All PowerPoint presentations are highly recommended to be uploaded by **Friday 6 November 2026**.

Alternatively, speakers are required to bring their presentation on a USB to the Conference and to visit the Speaker's Preparation Room **at least 2 hours prior** to their allocated presentation time. This is to ensure your presentation is uploaded and tested with time to make any necessary changes.



Presentations must be completed in Microsoft PowerPoint. Should your presentation be a Keynote slideshow (Mac) it is imperative that this be converted to a PowerPoint file prior to arrival at the Conference.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:

1. In PowerPoint or Office 365 choose the "design tab" then click on the "slide size" button.
2. In the drop down box, select "Widescreen (16:9)".

You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

If you upload your presentation via Dropbox, you are still required to visit the speaker preparation room to check your presentation and receive further information as applicable.

UPLOADING YOUR POWERPOINT PRESENTATION

All speakers will be required to upload their slides via Dropbox before **Friday 6 November 2026**.

Please upload your PowerPoint file using the following naming convention: PresentationDate_PresentationTime_LastName_PresentationName ie:
22_02_25_1100_Smith_JohnsAmazingPresentation

DropBox Link: <https://www.dropbox.com/scl/fo/cxzebfm1835klfs7ahpyz/AAsaw-y41SMTybjiKqn74aQ?rlkey=pf7zfrbb32uvbr9e01jwhda6s&st=hle9yzps&dl=0>

Please refer to the program if you are unsure when you are presenting. We only accept PowerPoint presentations files for this conference if you have other requirements, please contact the conference organisers who will be able to assist you. Please ensure no special fonts, password-protected presentations, or external content. Please embed all video and audio content - this is done automatically in all recent versions of PowerPoint.

If you miss the deadline, you will be able to upload your content onsite using a USB and visit the speaker preparation room **at least 2 hours prior** to their allocated presentation time. This is to ensure your presentation is uploaded and tested with time to make any necessary changes.

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

FONT SELECTION

We encourage you to use **standard fonts** for your presentation. Unsupported fonts can affect how your presentation is displayed in the room and may be harder for attendees to read.

The recommended fonts are Arial and Times New Roman. Please note that certain fonts may not be supported onsite.

SPEAKER'S PREPARATION ROOM

The Speaker's Preparation Room will be located in Meeting Room 11 on Level 2 of the Perth Convention and Exhibition Centre.

The Speaker's Preparation Room will be open during the following times:

Saturday 14 November 2026	07:30 – 18:00
Sunday 15 November 2026	08:00 – 16:00
Monday 16 November 2026	08:30 – 16:00

Please note, these times are estimates and are subject to change closer to the Conference.

At the Speaker's Preparation Room, you will be able to prepare for your presentation and make final changes to your presentation on the available computer stations.

All oral speakers are asked to load/check their presentation **at least 2 hours prior** to their session commencing to ensure the presentation is checked and tested.

Post Conference Workshops on Tuesday 17 November 2026 are not required to upload their presentation to the Speaker's Preparation Room. Presentations to these workshops will be uploaded directly via USB to the laptop in the room.

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, Office and Adobe Reader
- Microphone attached to the lectern

All videos should be embedded into your presentation. If you require computer usage beyond your PowerPoint presentation, please consult your Speaker's Preparation technician.

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements prior to the start of the Conference. We will try to accommodate requests, however this cannot be guaranteed. For any requests, please reach out to the Conference Managers prior to the Conference at asumperth26@arinexgroup.com.

SESSION DETAILS - CHECK AHEAD

Please visit the [Conference website](#) well ahead of time to confirm details of your session within the Conference program. The program is subject to change so please ensure you check the Conference app for the most up to date program.

TIME ALLOCATION

Unless confirmed otherwise in the cover email, most presenters will have 20 minutes for their presentation, followed by a Q&A at the end of the session for all presenters. Please check the Conference program to confirm your session time. Please ensure that you keep to your allotted time frame. Please note that to maintain synchrony among the concurrent sessions within the program, it is important that your allocated presentation time is adhered to and will be strictly implemented by session chairpersons.

Your Chair will time your presentation and provide you with a warning at **2 minutes** remaining and **when time is up**. You are encouraged to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time to present the relevant points and conclusions from your contribution.

Should one of the presenters in your session not be present, please keep to the program timing. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

SESSION VENUE - ARRIVE EARLY

Please assemble in your [session room](#) **at least 10 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

SPEAKER PROCEDURES

- Your presentation will be available via the laptop on the lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker's Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. 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.

SESSION ROOM SET UP

There will be reserved seating for you at the front of the room for the duration of the session. You should be seated in the reserved seats from where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

Should you have any additional needs or accessibility requirements, please advise the team as soon as possible so that appropriate arrangements can be made.

LANGUAGE

Please note that the official Conference language is English. **All presentations must be prepared in English.**

If you require further assistance, please contact the Conference Managers at:

Email: asumperth26@arinexgroup.com **Phone:** +61 8 9486 2000

Thank you for your help in making ASUM AU26 a success!