



Global Community Engaged Medical Education Muster 2018
15 – 18 October 2018
Mount Gambier, South Australia
www.muster2018.com

GUIDELINES FOR PERSONALLY ARRANGED LEARNING SESSIONS (PeArLs)

The Global Community Engaged Medical Education Muster 2018 (Muster 2018) Organising Committee welcomes your contribution to the 2018 Conference.

To ensure that 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.

UPLOAD YOUR PRESENTATION

Prior to the Conference

All presenters are required to upload their presentation using the One Drive link below by **NO LATER than 30 September 2018**.

Should your presentation include an embedded video, please ensure to upload the video separately. If all presenters can please submit your presentation with the file name titled: *paperID_firstname_lastname*. Click [here](#) to submit your presentation

If you have any questions in regard to this process please email these directly to rob.stafford@flinders.edu.au

REGISTRATION DETAILS

Prior to the Conference

All presenters should have registered and paid for the Conference by 30 July. Presenters who have not yet registered need to register immediately and contact us to ensure your PeArLs session is not removed from the program. To register, please visit www.muster2018.com/registration and complete the registration form.

Onsite at the Conference

The Conference will take place between five venues; Sir Robert Helpmann Theatre, Main Corner Complex, Mount Gambier Public Library, Mac's Hotel, and The G. A map of the Conference venues is available on the website here: www.muster2018.com/venue-host-city/

Speakers are required to visit the Registration Desk when first arriving at the Conference to collect their name badge and other related materials.

To confirm your presentation has been received or if you have any queries regarding the program or your presentation, please ALSO visit the Speaker Presentation Desk (also located at the Registration Desk). The desk will operate during the following times:

Monday 15 October 2018 1300 – 1600 located in the Foyer of the Main Corner Complex

Tuesday 16 October 2018 0800 – 1730 located in the Foyer of the Sir Robert Helpmann Theatre

Wednesday 17 October 2018 0800 – 1730 located in the Foyer of the Sir Robert Helpmann Theatre

Thursday 18 October 2018 0800 – 1300 located in the Foyer of the Sir Robert Helpmann Theatre

SPEAKER PREPARATION ROOM

A Speaker Preparation is located in the Green Room located on the ground floor behind the main stage in the Sir Robert Helpmann Theatre.

The Green Room will be open during the following times:

Tuesday 16 October 2018 0800 – 1730
Wednesday 17 October 2018 0800 – 1730
Thursday 18 October 2018 0800 – 1300

All oral speakers are asked to submit their presentation **no later than Sunday 30th September 2018. No alterations to presentations will be accepted in the 24 hours prior** to the 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 technical support person at your presentation venue. Presenters speaking on the first day of the program should visit the Presentation venue at least 2 hours prior to their session. Presenters who have confirmed their presentation version need to report to the Speaker Registration Desk 1-hour prior however, only need to present to the room 10-minutes prior to the start of their session.

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 2007/2010 and Adobe Reader
- Microphone

Laser pointers will not be provided.

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 Managers to discuss your requirements. We will try to accommodate requests; however, this cannot be guaranteed.

A technical support person will be available to handle any problems that may arise.

SESSION DETAILS – CHECK AHEAD

Please visit the Conference website (<http://muster2018.com/program/>) well ahead of time to confirm details of your session time within the Conference Program. The Program is subject to change so please ensure you check any changes on the 'Program Changes' board located at the registration desk onsite.

TIME ALLOCATION

PeArLs sessions are allocated 45 minutes. This includes 5 minutes for your presentation + 40 minutes for your question and answer time. In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The chair will time your presentation and provide you with a warning at **2 minutes** remaining of your talk and when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, please keep to the program running order. 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 the Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

POWERPOINT PRESENTATIONS

Presentations must be provided in a version of Microsoft PowerPoint. Any video must be embedded into the .PPT or .PPTX file and must be viewable within your presentation time.

Speakers are advised to bring their presentation on USB Memory Stick to the Conference. Should your presentation be in MAC format, it is imperative that this be converted to PC format prior to arrival at the Conference.

Please note: 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 in PowerPoint, please [click here](#) to follow these steps. Presenters must also contain a disclosure slide within their PowerPoint presentation.

Please note that **personal laptops are not permitted** to be used for your presentation in the session.

If you have any questions in regard to this process please email these directly to rob.stafford@flinders.edu.au

SPEAKER PROCEDURES

- Your presentation will be available via venue laptop. If you are not familiar with this equipment, visit your session room early and speak to your technical support person for assistance well ahead of your presentation.
- In the unlikely event of a technical problem, the technical support person 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.

INCORPORATION OF EVIDENCE/ADDRESSING BARRIERS

All authors are asked to include **in their presentation** an outline of the evidence used to create the content; this must include references (authors, article title, journal, year, volume and page numbers) within/on materials. Should the presentation call for assertions or recommendations, any lack of evidence must be acknowledged and include a discussion on commonly encountered barriers to change and implementing recommendations.

DECLARATION OF INTEREST

Any conflicts of interest must be declared as part of the presentation.

All presenters **must** include a conflict of interest slide using the template provided. Please click [here](#) to download the conflict of interest slide template. You may change the background to match your presentation. This **must** appear at the beginning of the presentation either after the title page or learning objectives.

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 sit in these seats where you will be called to the lectern in sequence by the Chair. Delegates will be seated in small clusters or where space allows, around tables.

LANGUAGE

Please note that the official Conference languages are English and French. **All presentations must be made in English or French depending on the abstract that you submitted.**

**Thank you for your help in making the
Global Community Engaged Medical Education Muster 2018 a success.
For further details or assistance, please contact the Conference Managers.**

Global Community Engaged Medical Education Muster 2018
Conference Managers
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