

Victorian **Biodiversity** Conference | 7 - 9 February, 2024
#VicBioCon24

Presenter Guidelines

Please read the below guidelines carefully.

Presenter Registration

Please note that all presenters must register to attend VBA 2024.

Onsite Registration and Information Desk

On arrival at the conference, all oral and poster presenters should register at the Conference Registration and Information Desk which will be located at the entrance to Building I at Deakin University Burwood Campus and will be open for the duration of the conference.

Presentation types:

Full Length Presentation (15 minutes incl. 10-minute talk and 5-minute question/changeover time):



Oral presentations are ideal for presenting projects or research that is close to completion, with substantial data and emerging conclusions. This format allows presenters to place their work in a broader context and to discuss their research, project goals, study or project design and outcomes.

Speed talk (5 minutes incl. 3-minute talk with a 1-minute question/changeover time):



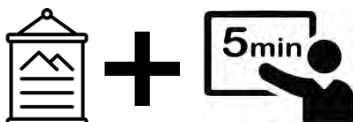
This format allows you to showcase projects or research in a short, concise, and energetic manner. This format will enable you to showcase your project and your presentation and communication skills, an increasingly important ability for modern ecologists.

Poster presentation:



Poster presentations allow you to showcase your work to a broader audience and provide a forum for informal discussions during the allocated poster session. Posters have traditionally provided a forum to present works in progress, preliminary results, monitoring programs, novel methods and techniques or details for future works. The poster should be self-explanatory so that you are free to supplement and discuss points raised by viewers.

Speed Talk and Poster:



The best of both worlds! Presenters can elect to present both a speed talk and a poster.

Abstract Submission

When submitting an abstract, you will be required to provide the following information:

- Abstract title: brief but interesting description of the project
- Name and contact details of presenting author/s
- Position and affiliations
- Preferred presentation type (oral presentation, speed talk, poster or speed talk and poster)

Abstract Notification

Abstract notifications will be sent to submitting authors in November.

Oral Presenter Guidelines:

PowerPoint Presentations

To ensure a professional and polished experience for everyone, we request that you submit your PowerPoint presentations prior to the conference. Submitting presentations prior to the conference will ensure that presentations are loaded and ready for you to check in the Speakers Preparation Room.

*If you do not submit your presentation prior to the conference, please deliver it **as early as possible** to the Speakers' Preparation Room, which is located downstairs in Building I.*

PowerPoint Submission Guidelines

Please use the following file name convention: SessionDay_FirstName_LastName_PresentationTitle

Acknowledgement of Traditional Owners

It is a requirement of the Victorian Biodiversity Conference 2024 that all presenters acknowledge the Traditional Owners of the land in which the field research was undertaken or the place where the research was undertaken. Please include this information, including the name of the Traditional Lands, on the presentation slides.

Venue Screen

The screens in the session rooms have a 16:9 aspect ratio. Please ensure that your slides are set to 16:9 before you begin designing your presentation.

Inclusion of Preferred Pronoun

You are welcome to mention your preferred pronoun on your holding slide, as this will assist fellow attendees during Q&A.

Presentation Upload

Please upload your presentation via this link by Monday 5th February 2024:

LINK TO BE PUBLISHED AFTER ABSTRACT NOTIFICATIONS

Poster Presentation Guidelines

Poster size: Each poster must be A0 in size (1189mm height x 841 in width)

Poster Print: Each presenter must ensure they print their poster prior to the conference and check in at the Conference Registration and Information Desk at the beginning of the conference.

Audio Visual Equipment

Unless arranged prior, only standard audio-visual equipment will be provided in the session room. If you have any questions or special requirements, please contact vicbiocon@gmail.com