ORAL PRESENTATION GUIDELINES

The Australasian Tunnelling Conference Technical Committee welcomes your contribution to the 2025 Conference.

In order 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.

Onsite at the Conference
Please visit the registration desk when you first arrive at the Conference and collect your name badge. The registration desk is located in Meeting Room 11. From there you will be directed to the Speaker 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:

Monday 10 November 2025 .. .. 0830 - 1730
Tuesday 11 November 2025.. .... 0700 - 1730
Wednesday 12 November 2025 ..... 0730 - 1730
Thursday 13 November 2025 .... 0800 - 1700

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 to the online portal by **Wednesday, 5 November 2025**. When uploading your presentation, ensure you select the correct submission type: + Submit PowerPoint Presentation. Remember that you can edit the presentation during the Conference.

Note that only the submitting author will be able to submit the PowerPoint Presentation for the paper.

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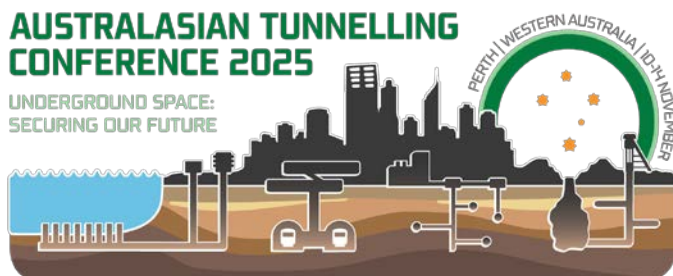
This is to ensure your presentation is uploaded and tested with time to make any necessary changes.

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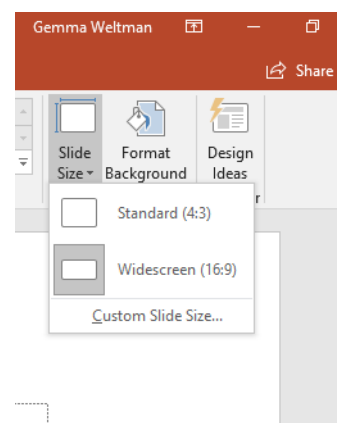
You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

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

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.
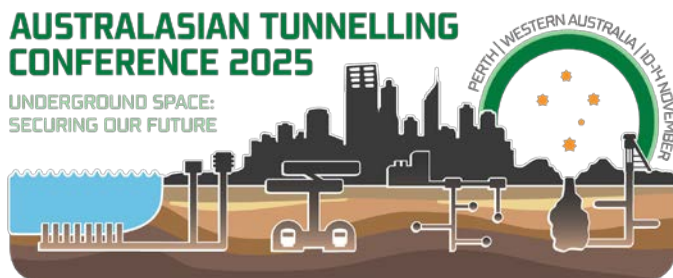
SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located in Meeting Room 11.

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

Monday 10 November 2025 .. .. 1430 - 1700
Tuesday 11 November 2025.. .... 0700 - 1700
Wednesday 12 November 2025 ..... 0730 - 1700
Thursday 13 November 2025 .... 0800 - 1600

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

At the Speaker 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.

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 Speakers Prep technician. The Speaker Preparation Room is located in Meeting Room 11. A technician will be available to handle any problems that may arise.

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 atc2025@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

The session time allocated is 15 minutes which comprises 12 minutes for presentation and 3 minutes question and answer time. 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 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: atc2025@arinexgroup.com **Phone:** +61 2 9265 0700

Thank you for your help in making ATC 2025 a success!