

The organisers of IHPA's Activity Based Funding Conference 2017 and the 33rd Patient Classification Systems International Conference 2017 welcome your contribution to the conference.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please **read these briefing notes ahead of time** to ensure your presentation is successful.

Registration details

Prior to the conference

All presenters are required to register for the conference. To register please visit the conference website <http://abfpcsi2017.com.au/registration/> and complete the delegate registration form.

Onsite at the conference

Presenters will need to visit the registration desk when they first arrive at the conference to collect their name badge and other related materials. From there you will be directed to the speaker's preparation room where you must check-in with the audio visual technicians.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located in the Grand Ballroom Foyer, Level 3 of the Hilton Sydney. The desk will operate during the following times:

Monday 9 October 2017	0730 – 1730
Tuesday 10 October 2017	0730 – 1700
Wednesday 11 October 2017	0730 – 1700
Thursday 12 October 2017	0730 – 1630
Friday 13 October 2017	0730 – 1700

Speaker's preparation room

A speaker's preparation room will be located in the Level 3 Speaker Ready Room for all speakers to upload their presentations prior to their session. It will be open during the following hours:

Wednesday 11 October 2017	0730 – 1600
Thursday 12 October 2017	0730 – 1600
Friday 13 October 2017	0730 – 1600

All oral speakers are asked to load/check their presentation **at least two hours prior** to their 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 audio visual technicians. Speakers will be directed from the registration desk to the speaker's preparation room.

Audio Visual Equipment

The following audio visual equipment will be in every room at the conference:

- Data projector and screen
- One presentation computer with Windows OS, Office 2007/2010 and Adobe Reader
- Microphone attached to the lectern
- Internet access will 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 technician will be available to handle any problems that may arise.

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 any changes on the 'Program changes' board located at the registration desk onsite.

Time allocation

All concurrent session speakers have been allocated 20 minutes, including question and answer time for their presentation. Please ensure that you keep to your allocated time frame as a courtesy to fellow presenters and to ensure the conference operates smoothly.

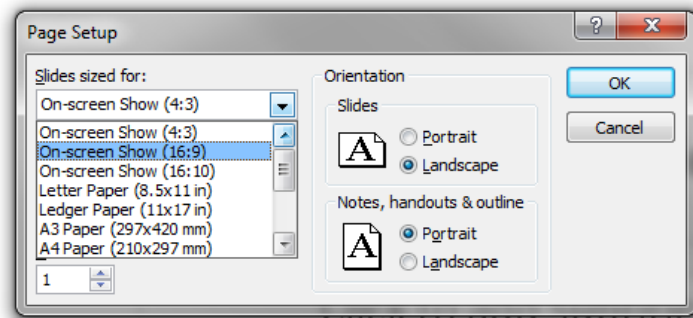
Session venue – arrive early

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 presenters, explain the seating set-up and arrangements for questions/discussion following the conclusion of your presentation.

PowerPoint presentations

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, please follow these steps.

1. In PowerPoint 2003 Choose File → Page setup. In PowerPoint 2007/2010 choose the "Design" Tab then click the "Page Setup" button.
2. In the drop down box, select "On-screen Show (16:9)"



Presenter procedures

- Your presentation will be available via the laptop at 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 time.
- Microphones will be on all the time. 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 if possible.
- Keep track of time.

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 remain seated here until you are called to the lectern in sequence by the chair. Delegates will be seated in theatre style.

ABF 17
PCSI

9 – 13 October 2017
Hilton Sydney, Australia



Concurrent Sessions Presenter Briefing Notes

Language

Please note that the official conference language is English. All presentations must be made in English.

Housekeeping

At times it will be necessary for housekeeping announcements to be made by the chair at the beginning or end of sessions. These additional announcements will be provided by the conference managers either in person or will be left on the lectern prior to the start of the session. We request that these announcements be made to ensure that all delegates are aware of the necessary information.

Thank you for your help in making the IHPA's Activity Based Funding Conference 2017 and the 33rd Patient Classification Systems International Conference 2017 a success.

For further details or assistance, please contact the conference managers.

ABF PCSI 2017 conference managers
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