



SPEAKER GUIDELINES

Topic Study Groups and Workshops

The **15th International Congress on Mathematical Education 2024** welcome your contribution to the largest International Congress on mathematics education.

To ensure your presentation runs smoothly it is critical to please read the below guidelines ahead of time.

Registration Details

Prior to the Congress

All presenting authors are required to register and pay for the Congress. If you have not done so already, please [click here](#) and complete the registration form.

Onsite at the Congress

Please visit the registration desk when you first arrive at the Congress and collect your name badge. From there you will be directed to the Speaker Preparation Room to check in with your presentation and the audio-visual technicians.

If you have queries about the program or your presentation, please visit the registration desk in the Convention Building of the International Convention Centre Sydney (ICC Sydney) ground level.

The Registration Desk will operate during the following times:

Sunday 7 July 2024	1200 - 1800
Monday 8 July 2024	0700 - 1730
Tuesday 9 July 2024	0800 - 1730
Wednesday 10 July 2024	0800 - 1730
Thursday 11 July 2024	Closed
Friday 12 July 2024	0800 - 1730
Saturday 13 July 2024	0800 - 1730
Sunday 14 July 2024	0830 - 1130

Timings are subject to change.

Speaker Preparation Room

The Speaker Preparation Room is located on Parkside Pre Function room on Level 2 of the ICC Sydney. **Session Speakers** are requested to visit the Speaker Preparation Room at least **4 hours** before their session to ensure their presentation is uploaded and runs smoothly.

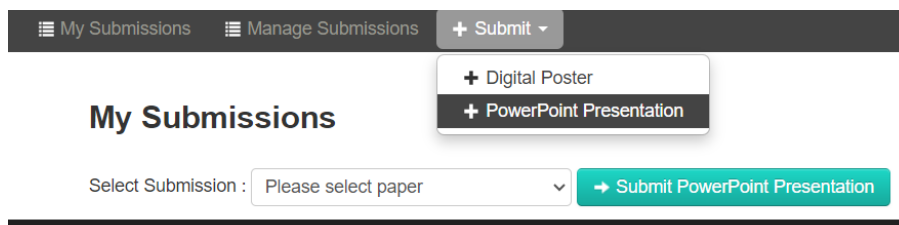


The Speaker Preparation Room operating hours are as follows:

	Speaker prep	Program timings
Sunday 7 July 2024	1200 - 1800 hours	Welcome reception
Monday 8 July 2024	0700 - 1800 hours	0900 - 1730
Tuesday 9 July 2024	0800 - 1730 hours	0900 - 1730
Wednesday 10 July 2024	0800 - 1730 hours	0900 - 1730
Thursday 11 July 2024	Closed	Excursion (CLOSED)
Friday 12 July 2024	0800 - 1730 hours	0900 - 1800
Saturday 13 July 2024	0800 - 1730 hours	0900 - 1730
Sunday 14 July 2024	0830 - 0930 hours	0900 - 1030

PowerPoint Presentations

Speakers are strongly encouraged to upload their PowerPoint presentations via the speakers portal located on the [ICME abstract portal](#) prior to the Congress (maximum 50MB). To upload your slides please click on "Submit PowerPoint Presentation" in the portal as seen below:



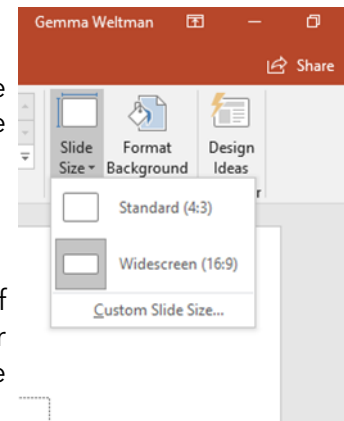
Alternatively, speakers are required to bring their final presentation on an unencrypted USB to the speaker preparation room **at least 4 hours prior** to the allocated presentation time. This is to ensure your presentation is uploaded and tested.



Presentations must be completed in Microsoft PowerPoint. If the presentation is designed in Keynote, please ensure that you export the file into a PowerPoint format.

For instructions on how to export your presentation please [click here](#).

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)".
3. Reminder to embed all external videos and fonts embedded into your presentation.

You will be briefed on how to use the equipment when you meet with the audio-visual technicians. Please ensure your presentations are not password protected.

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.

Additional reminders:

- Please bring an unencrypted USB Stick with your presentation. As there is no facility to email, airdrop or print your presentation or notes on the day.
- Presenter notes will be visible in the PowerPoints "presenter view" in the room.
- It is critical to please have all your external **videos and fonts embedded into your presentation.**

Standard Fonts Only

Please only use Calibri or Arial font in your presentation and minimum size 12.

Speaker preparation platform

At the Speaker Preparation Room, there will be computer stations available for you to search your presentation by name and view the uploaded slides. Please watch the video below for a tutorial on using the platform onsite.

Click on the below icon or [click here to view the video](#).



Audio Visual Equipment

The following Audio-Visual equipment will be in every room at the Congress:

- Projection screen and data projector
- PowerPoint available via Espeaker program.



- Microphone attached to the lectern.

**Please have all your videos embedded locally into your presentation.
If you require plugging in your own device, please ensure you have the applicable HDMI output dongle with you, these will not be provided.**

A floating technician will be available to handle any problems that may arise. They will be outside the rooms, please flag a technician if assistance is required.

Session Details - Check Ahead

Please visit the Congress website well ahead of time to confirm details of your session within the Congress Program. The Program is subject to change so please ensure you check the Congress App for the most up to date program.

[Click here to view the live program.](#)

Topic Study Groups (TSG)

Each Topic Study Group (TSG) will have a unique agenda created by the TSG Chairs. To view your presentation time please review the online program [here](#) or reach out to your TSG Chairs for more information.

All TSG presenters with a PowerPoint presentation **are strongly encouraged to visit the speaker's prep room at least 4 hours before or the day before your presentation.** In addition, if you're a part of a panel presentation discussion please refer to your TSG Chairs for further information on the process.

Please note that you **will not** be able to upload any presentations in the room.

TSG agendas will be available in each room at the start of the session on the screen with the sponsor slides.

Due to technical constraints, Topic Study Group Digital Posters will not be able to be projected in TSG sessions.

Posters can be accessed via the Congress mobile app. In the Congress App, navigate to the "Home > ePosters > Click Here to View Posters" to view and interact with them in sessions and at any time at your convenience.

**Note TSG Chairs please refer to your Chairperson Briefing Notes for further information.*

Workshops

Some Workshops are programmed for 90 minutes; others are 60 minutes duration. The Workshop Presenter will plan and conduct the Workshop, including supplying any materials or equipment needed for the Workshop.

All workshop presenters with a presentation **are strongly encouraged to visit the speaker's prep room at least 4 hours before your presentation.**

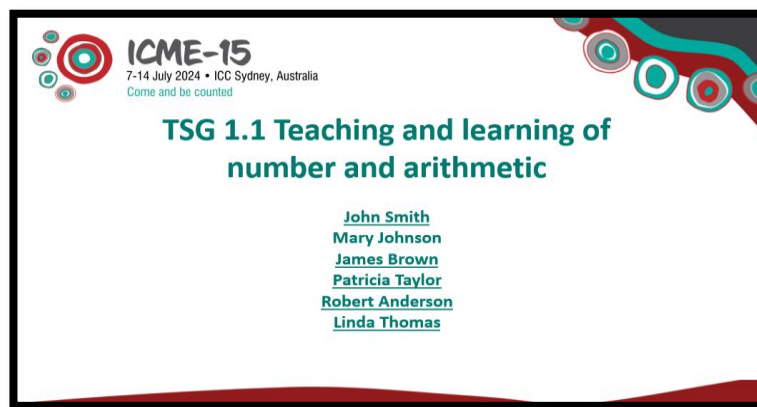


Session Venue - Arrive Early

Please assemble in your session room **at least 15 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.

Each room will have the TSG agenda uploaded on the screen. Once the session begins the screen below will be visible with you TSG number and the speakers' names in presentation order. To access your presentation please click your underlined name and it will automatically open your presentation.

**If your name is not underlined, please visit the speaker's preparation room to upload your presentation in the room.*



If you have any questions with the above process, please reach out to your TSG Chairs, the AV technician or the Speaker Preparation room for further information.

Speaker Procedures

- Your presentation will be available via the electronic 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

Each room will be set up in classroom style for sessions. Should you have any additional needs accessibility requirements, please advise your chairs as soon as possible so that appropriate arrangements can be made.

Language

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

Thank you for your help in making the ICME 15 a success!

For any general enquiries please contact us at icme-15@arinexgroup.com.