

## Exhibitor Guidelines

As an exhibitor you will be required to present your abstract via Videos, DVDs, and other exhibits that focus on viral hepatitis work that would be more effectively displayed as an exhibit or resource rather than a poster or oral presentation. The exhibits will be displayed in the Exhibition Hall not a session room.

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### AV Requirements

The space size will be approximately 2.5m wide x 2m deep with no walling. You will be provided with:

- 1) Media equipment - either a TV screen on a stand or iPad secured to a plinth or similar,  
To confirm this requirement consider whether you need to show a video or similar that people will watch on a TV screen OR whether you will have a webpage or other that you will want people to interact with through an iPad
- 2) Trestle table and chair, - if you have resources to give out
- 3) A poster board – if you have posters or similar to display. The conference organisers will also use this space to display a sign with the name of your exhibit. Poster board specifications: Free standing horizontal 2.1m x 1.2m.

***It is up to the exhibitor how they would like to present their exhibit within these provisions.***

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### Exhibit Timings

We recommend presenters be available during the following times:

**Thursday 29 September:** Afternoon tea, Welcome Reception

**Friday 30 September:** Morning tea, lunch, afternoon tea

**Saturday 1 October:** Morning tea, lunch

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### Set up & Pack down

**Set up from 1.00pm Thursday 29 September 2016.** Note: The physical equipment will be ready for you. We ask that you bring your poster or resource materials with you to the exhibition hall. You will be required to put up any posters or resources in the space.

Please bring your media material on a USB stick, and load the presentation at the speaker's preparation room for formatting by the AV technician. The technician will be able to set up your presentation to loop (if required). Please ensure you do so between **1.00pm – 2.30pm on Thursday 29 September.**



Please note: Afternoon tea will commence from 4.00pm and the Welcome Reception from 6.30pm we recommend exhibitors be ready for these times.

**Pack down from 1.30pm on Saturday 1 October 2016.** Please ensure you take all of your items.

**Please note:** The Conference Secretariat is not responsible for any exhibit material set up or material left at the conference. The set up and take down of the display is solely the responsibility of the presenter. Limited storage will be available onsite. Please visit the exhibition services desk for assistance.

If you have any questions or concerns please contact the conference secretariat on [info@hepatitis.org.au](mailto:info@hepatitis.org.au).