Oral Presentation Guidelines

The Hydrology & Water Resources Symposium Organising Committee welcomes your contribution to the HWRS 2026. 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 Symposium. If you have not done so already. please visit https://hwrs2026.com.au/registration and complete the registration form.

Onsite at the Conference

Please visit the registration desk when you first arrive at the Symposium and collect your name badge and other related materials. 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 located in the Foyer of the InterContinental Hotel, Adelaide.

The registration desk will operate during the following times:

Monday 30 November 2026	5 pm – 7 pm
Tuesday 1 December 2026	7:30 am – 5:30 pm
Wednesday 2 December 2026	8:00 am – 6 pm
Thursday 3 December 2026	8:00 am – 4:30 pm

Timings are subject to change

Session Details - Check Ahead

Please visit the Symposium website well ahead of time to confirm details of your session within the Symposium Program. The Program is subject to change so please ensure you check the detailed program regularly.

Time Allocation

Individual oral presentations are allocated 20 minutes; inclusive of 3 minutes Question-and-Answer time and 2 minutes buffer to change over to the next presenter. 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.

Your Chair will time your presentation and provide you with a warning at **2 minutes remaining** (13 minutes) and when **time is up** (15 minutes). You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

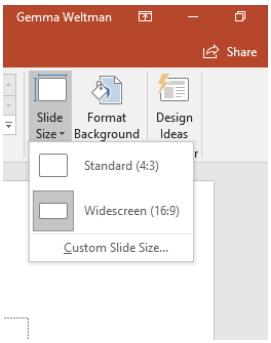
PowerPoint Presentations

Closer to the Symposium, you'll receive a link via our speaker preparation software to upload your slides. Please whitelist **hwrs@mail.transmission.show** to ensure you receive it.

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Alternatively, bring your presentation on a USB and visit the speaker preparation room at least two hours before your session to upload and test it.

Presentations must be in Microsoft PowerPoint. Mac-format presentations must be converted to PC format before arrival.



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 have uploaded your presentation via the speakers preparation link, you are still required to visit the speaker preparation room to check your presentation.

Embed Your Fonts

We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

To embed your font into your PowerPoint presentation:

1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right-hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that *'Embed fonts in the file'* and *'Embed all characters'* are both selected.
4. Click 'Okay' and then save the presentation.

Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

Venue Details

The Symposium will be held at the **InterContinental Adelaide Hotel**, the address is North Terrace, Adelaide SA 5000. Upon entering the hotel foyer, please take the stairs or the dedicated lifts to the lower ground level.

Speaker Preparation Room

The Speaker Preparation Room is located at the **InterContinental Hotel Adelaide** in the **Acacia Boardroom**. The Speaker Preparation Room will be open during the following times:

Tuesday 1 December 2026	7:30 am – 5:30 pm
Wednesday 2 December 2026	8:30 am – 5:30 pm
Thursday 3 December 2026	8:00 am – 2:30 pm

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At the Speaker Preparation Room, you will be able to prepare for your presentation, make final changes to your presentation on 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 Symposium:

- Projection screen and data projector
- One presentation computer with Windows OS, Office and Adobe Reader
- Microphone attached to the lectern

There will be no internet access from the presentation computer. Please have all your videos and fonts embedded into your presentation.

Should you require additional equipment it is essential that you contact the Symposium 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 Venue – Arrive Early

Please check the Symposium program regularly for any changes. All speakers must arrive at their session room at least 15 minutes before the session begins to meet with their Chairperson.

Presentation

- Your presentation will be available via 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.
- If a technical issue arises, the technician will resolve it promptly; continue your presentation during this time.

Contact us

We wish you safe travels and look forward to welcoming you to Adelaide.

HWRS 2026 Symposium Managers
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