



International Association of Medical Regulatory Authorities (IAMRA)  
15<sup>th</sup> International Conference on Medical Regulation  
Merusaka Resort, Nusa Dua, Bali, Indonesia

## WORKSHOP GUIDELINES

The IAMRA Conference Organising Committee welcomes your contribution to the 2023 conference.

Please read these guidelines carefully to ensure that you are completely prepared.

### REGISTRATION DETAILS

---

#### **Prior to the conference**

All presenters are required to register for the conference. To register, please visit <https://iamra2023bali.org> and complete the delegate registration form. There is no special registration rate for presenters.

### SPEAKERS' PREPARATION ROOM

---

The **Speakers' Preparation Room** is located in 'Melasti', next to the Mengiat Ballroom where plenary sessions will be held. The room will be open during the following times:

Sunday	5 November	1500	–	1800
Monday	6 November	1030	–	1700
Tuesday	7 November	0730	–	1700
Wednesday	8 November	0730	–	1600
Thursday	9 November	0730	–	1200

All presenters are asked to load/check/test their presentation **at least 3 hours prior** to their session. You will be briefed on how to use the system when you meet with the audio visual technicians.

**Please note that presentations scheduled on Monday morning (6 November) need to be loaded/checked by 6pm on Sunday 5 November, as the preparation room will not be available until 10am on Monday 6 November.**

### POWERPOINT PRESENTATIONS

---

The official language of the conference is English.

PowerPoint presentations do not need to conform to a prescribed conference format. Speakers are welcome to use their organisation's or personal ppt format. For the best effect, PowerPoint Presentations should be set to 16:9, **not** 4:3.

Videos must be embedded in the PowerPoint file, and cannot be linked to other files.

Please bring a copy of your PowerPoint presentation on a USB.

You may choose to email your PowerPoint presentation in advance to [exhibition@bacomaglobal.com](mailto:exhibition@bacomaglobal.com) making clear in the body of the email the title of the workshop and the presenter's name. You should still visit the preparation room to check that your slides are correctly loaded and allocated to the correct session.

## AUDIO VISUAL EQUIPMENT

---

The following equipment will be provided:

- projection screen and projector
- laptop with ppt presentation loaded
- microphone attached to a lectern
- timer monitor

Overhead and slide projection will not be available. Internet access will not be available from the presentation computer.

Should you require additional equipment, it is essential that you discuss this with the Conference Organisers. We will try to accommodate requests, however this cannot be guaranteed.

## SESSION DETAILS - CHECK AHEAD

---

Please visit the conference website to confirm details of your session in the conference program. The program is subject to change, so please check frequently to view changes and important announcements.

## SESSION VENUE – ARRIVE EARLY

---

Please assemble in the session venue **at least 10 minutes prior** to the start of the session. This will allow time for the moderator to meet with the speakers and explain the arrangements for timing, questions and answers etc..

## SESSION ROOM SET UP

---

Delegates will be seated in theatre style.

There will be reserved seating for you at the front of the room for the duration of the session.

## TIME ALLOCATION

---

Workshops are allocated **40 mins** unless you have been specifically advised otherwise by the organisers.

The moderator will provide you with a warning at **5 minutes** remaining and tell you when your time is up. As a courtesy to your fellow speakers, please ensure that you keep to your allotted time.

**Thank you for contributing to the success of the IAMRA 2023 Conference!**