

SESSION PROPOSAL GUIDELINES

The ICOMOS 2023 General Assembly (GA) and Scientific Symposium Organising Committee welcome your contribution to the Scientific Symposium.

To ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to carefully **read these guidelines ahead of time**.

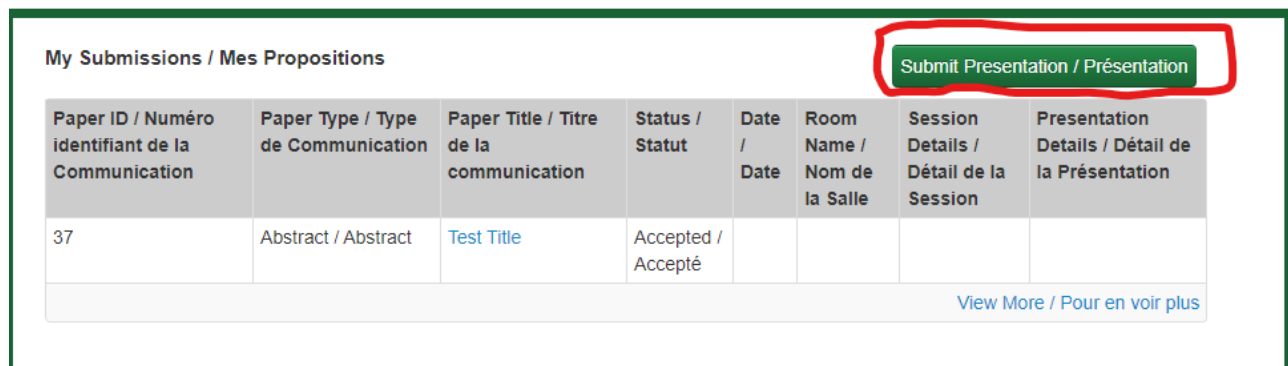
Submission of Presentations

Presenting authors should follow the GA2023 power point template for oral presentations. You can download the template via the link [HERE](#).

All oral speakers are asked to load their presentation **at least 4 hours prior** to their session. This can be done prior to the GA or on site.

Prior to the GA

If you wish to upload your presentation prior to going on-site, please upload via the link and submit presentation as shown in the image below: <https://icomosga2023-c10000.eorganiser.com.au>



My Submissions / Mes Propositions

Paper ID / Numéro identifiant de la Communication	Paper Type / Type de Communication	Paper Title / Titre de la communication	Status / Statut	Date / Date	Room Name / Nom de la Salle	Session Details / Détail de la Session	Presentation Details / Détail de la Présentation
37	Abstract / Abstract	Test Title	Accepted / Accepté				

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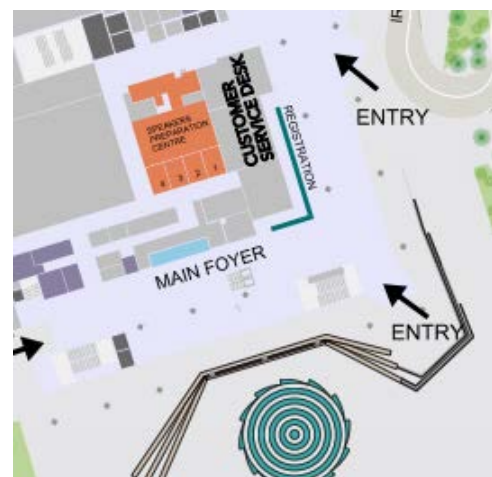
Session organisers should ensure the program for their session is finalised and that all session participants are aware of their roles and allocated times. Sessions should ensure conversation, dialogue, and audience engagement are a strong component of the session.

On site at the GA

If you haven't uploaded your presentation, you can do it on-site. You will need to go to the **International Convention Centre (ICC) Sydney Speaker Preparation Room** to check in with the audio-visual technicians and upload your PowerPoint.

If you have any queries regarding the program or your presentation, please visit the registration desk located on the **ground level of the ICC**.

At the Speaker Preparation Room, you will have computers available to upload, make changes or view your presentation.



A technician will be available at the Speaker Preparation Room and during the session to handle any problems that may arise.

Audio Visual Equipment

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

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Microphone attached to the lectern

Format accepted: Microsoft PowerPoint .ppt. Should your presentation be in Mac format, it is imperative that this be converted to PC format prior to arrival at the General Assembly.

Limited internet access will be available from the presentation computer. It is recommended any videos are embedded into your presentation.

Session Details - Check Ahead and Arrive Early

Please visit the [GA2023 website](#) well ahead of time to confirm details of your session within the Program. However, the Program is subject to change so please ensure you check the GA information boards, screens, or the mobile app for any updates. The mobile app will be active at least one week prior to the GA2023 and more information will be provided closer to the date.

Please assemble in your session room **at least 10 minutes prior** to the start of the session.

Presentations are no more than 15 minutes. The theme/program co-chairs will be informing you in advance of any specific details of your session.

Time Allocation

In June, you will be notified on the time allocated for your session. The time allocated will be either 60, 90 or 120 minutes. Session organisers must ensure that the session keeps to the allotted time frame. The organisation of the session, including allocated times for speakers, is to be managed by the session organisers.

Language

The official GA languages are English and French. **Presentations can be made in English, French, or Spanish.** The organisers of the ICOMOS GA2023 Scientific Committee will provide translations of presentations where feasible.

Thank you for your help in making the ICOMOS GA2023 a success!

If you require further assistance, please contact the General Assembly Managers at:

ICOMOS GA2023 Meeting Managers

Arinex Pty Ltd

Suite 22, 44 Market Street

Sydney NSW 2000, Australia

Email: enquiries@icomosga2023.org / Phone: +61 2 9265 0700