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| **DOHERTY SEMINAR SERIES** **EXTERNAL PRESENTER GUIDELINES** |
| **Audience**1. Doherty Seminars are attended by Institute staff and others working in the area of biomedical research. When preparing your presentation please be aware of the broad spectrum of attendees that may include: high quality students, post-doctoral fellows, basic researchers, public health professionals and technical staff.

While it is expected information at these seminars will be presented at a high level, please be mindful of excessive use of jargon and acronyms. This is of particular importance when considering the title to your presentation. For the purposes of the Doherty Seminars Series a short descriptive title is preferable than an excessively long, or overly academic title. **Recording**1. All Doherty Seminars are recorded by the University of Melbourne’s Lecture Capture team and made available on the Doherty Institute website. If you do not wish to have your presentation recorded, please let us know.

**Pre-Event Preparation & Publicity**1. Dates for the Doherty Seminar Series are set and publicised at the beginning of each year to allow staff to plan for the year ahead. To assist us with promoting your presentation, please forward the following information to Doherty reception: doherty-reception@unimelb.edu.au when requested:
* A recent head & shoulders photo;
* Title of your presentation;
* A short biosketch 150 approximately; and
* A brief description of your presentation

**Location**1. Seminar events are held in the Doherty Institute Auditorium located on the ground floor close to the main entrance of the Institute near the corner of Elizabeth and Grattan Streets.

**Flights & Accommodation**1. The Doherty Institute will cover reasonable travel to and from the Institute and accommodation and cabcharges as required. You will be contacted to ascertain your needs and help you with these arrangements.
2. There is no parking available at the Institute. Aside from limited on-street parking, the closest car park is located at University Square.

**Host Arrangements**1. On arrival at the Institute your host will meet with you and direct you to any pre-arranged meetings or activities. At this stage, staff at reception can assist you with uploading presentations and can give you a walk-through of the AV equipment in use in the Institute’s Auditorium.

After your presentation, your host may organise a lunch with the PhD students or staff based at the Institute, please factor this additional time requirement when discussing travel arrangements. **Times** 1. Doherty Seminars are usually every second Thursday of the Month from 12.00 – 1.00pm.

**Presentation**1. Seminars must fit within a one-hour time slot. Presentations should be around the 40 – 45 minute time mark with 15 – 20 minutes for questions.

**AV Needs & Support**1. Venues at the Doherty come with standard AV equipment that includes: dual operating system computers and laser pointer / clicker. You do not need to bring your own laptop. Please feel free to send your presentation to the above email address if it’s not too large a file. Otherwise, you can bring your presentation with you on a memory stick on the day. Please advise if you intend using any video or embedded files as part of your presentation as it is best to test these on our AV in advance.

**Queries**1. If you have any further questions about the Doherty Seminar Series, please contact Doherty Reception on 9035 3555 or via email: doherty-reception@unimelb.edu.au
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