



1st International Conference on Health Services Delivery Management

Strengthening the management of primary health care and district health services in
uncertain times: International perspectives



University of New England,
Australia

Guidelines for Invited Speakers

Thank-you for agreeing to present at the 1st International Conference on Health Services Delivery Management, Phitsanulok, Thailand. You should have already received confirmation of the date and time for your session, confirmed dates and times are available on our Conference Programme, which can be found on our website – <http://www.health.nu.ac.th/hdm2009/program.php>. The location of your session will be published in the hardcopy Programme, which you will receive when you arrive at the Conference. Please ensure there is no material within your presentation which would be seen as marketing a commercial product or Programme.

REGISTRATION

You must be registered for the conference in order to present. Authors should check in at the Conference Registration Desk located in front of the Convention Hall 2 on the 5th floor of The Topland Hotel. Registration opening hours are as follows:

Tuesday	13th October	13:00 hrs to 17:00 (1st floor of The Topland Hotel)
Wednesday	14th October	07:00 hrs to 17:00 (5th floor of the Topland Hotel)
Thursday	15th October	07:00 hrs to 17:00 (5th floor of the Topland Hotel)
Friday	16th October	07:00 hrs to 10:00 (5th floor of the Topland Hotel)

AUDIO VISUAL EQUIPMENT

Your session room will be equipped with the following standard set up:

Single Screen - Data Projector
Laptop Computer - Personal Computers are not permitted
Podium/Microphone

*****Embedded Video*** Please note:** If your PowerPoint presentation includes embedded video, you must bring the Source Video file with you (on a memory stick), in addition to the PowerPoint file.

ROOM SET UP

Your session room will be set theatre style. All presenters are asked to sit in the front row.

GENERAL GUIDELINES

Please meet the session chairperson at your presentation room at least ten (10) minutes prior to the start of your scheduled session. They will have received a copy of your Bio.

YOUR POWERPOINT SLIDES ARE NEEDED NOW!!

- **Name** your file with your Presentation Title, date and time for your presentation.
- **Send** your file to Conference Secretariat at health@nu.ac.th no later than September 20th
- Also **bring a copy of the file with you** to Phitsanulok on a memory stick.

WAIVER

Submission constitutes your consent to publication of your abstract, session outline and any PowerPoint presentation. Please inform us if you do not wish your presentation to be posted on the Conference web site, following the conference.