



Guidelines for Presenters

PAPER PRESENTERS

Loading up your presentation

- All presenters are asked to use PowerPoint only for their presentations. Please bring your presentation to the conference on either a CDROM or USB memory stick.
- Please load your PowerPoint presentation well in advance of your session to ensure the conference will run smoothly. Technical support staff will be located in the office near the registration desk. The presentations will be transferred from this computer to the computers that are setup in each room.

Tuesday and Wednesday presenters

Please load your presentation on Monday evening or before the conference begins on Tuesday morning.

Thursday and Friday presenters

Please load your presentation by Wednesday morning at the latest.

Immediately before your session

- Please go to the room 15 minutes before your session begins to meet your Chairperson.
- A computer and data projector will be set up in each room and will be managed by a technician. Please confirm your PowerPoint set-up with the technician and familiarise yourself with the audiovisual equipment.

During your presentation

Keynote speakers

- You have been allocated 20 minutes for your presentation.
- To ensure your presentation finishes on time your Session Chair will ring a bell once when you when you have 3 minutes remaining and will stand up when there is 1 minute remaining. They will require you to STOP when your allocated time is up. Please keep strictly to time and pay attention to the chairperson.
- There will be a 15 minute group question time after all three keynote speakers in your session have made their presentations.

Speakers in concurrent sessions

- You have been allocated 15 minutes for your presentation.
- To ensure your presentation finishes on time your Session Chair will ring a bell once when you when you have 3 minutes remaining and will stand up when there is 1 minute remaining. They will require you to STOP when your allocated time is up. Please keep strictly to time and pay attention to the chairperson.
- There will be a 5 minute question time following each presentation. During the question time there may be movement of delegates between concurrent sessions.



POSTER PRESENTERS

- Please place your poster on the poster boards in the main hall on Monday evening or before the conference begins on Tuesday morning.
- Please place your poster on the allocated board in the hall. Labels indicating the position for your poster will be displayed on the poster boards.
- Push pins will be available to attach your poster to the poster boards.
- There is a poster session on Tuesday from 5pm to 6.30pm. Drinks and nibbles will be served in the Poster area. Please attend your poster during this session to enable the delegates to discuss your research.
- Posters will remain in the main hall for the duration of the conference. Please attend your poster when possible during breaks to answer questions from other delegates.
- Please ensure your material is removed at the end of the conference.