



GUIDELINES FOR PRESENTERS

PRESENTERS

Thank you for presenting at the eResearch Australasia 2016 Conference.

Please check the online program to re-confirm the day, time and room of your presentation. Whilst we don't anticipate any changes please check the program again prior to your session.

Below are some tips to assist you. Most importantly, please ensure you start and finish your presentations on time.

Please note: a “**Session**” is the full time slot between one break and the next (ie all inclusive, consecutive presentations that run from the end of morning tea until lunch).

Before the Session

- Please bring your presentation files to the conference on a USB. (Embed any content such as audio or video – don't link to external files)
- Visit the Speaker's Preparation Room located in M10 on Level 1 of the Pullman Melbourne, Albert Park at least **2 hours prior** to your session. This will allow you and the technicians to identify any potential issues. The registration staff will be able to direct you to the Speaker's Preparation Room if required.
- The presentation computers use PowerPoint with Windows operating system. As a backup, we suggest you bring your laptop if you use a Mac or require a specific or uncommon program.

(Visit the Speakers Preparation Room on arrival to discuss with the technician)

- **Note:** Please ensure your PowerPoint presentations are in 16:9 aspect as 4:3 aspect (square) presentations will not fill the venue's screens.
- Abstracts will be available on the conference website and also in the conference app. We will be emailing App download instructions to all delegates prior to the conference.
- The conference will seek your consent to post your presentation slides to the conference website following the event. Consent forms will be

available in the Speaker's Preparation Room and need to be signed prior to your presentation.

During the Session

- **Please go to your room 15 minutes prior to the commencement of your session** to meet the session chair and familiarise yourself with the room.
- Note **there will be no session chair allocated to BoF presentations**. Presenters are asked to facilitate these sessions themselves keeping to time as allocated in the conference program.
- A technician in your room will assist you and trouble shoot technical issues in the unlikely event these arise.
- Please sit in the front row so you can move to the lectern quickly when introduced by the Session Chair.
- The length of your presentation is noted in the program. Presentations run for 20 minutes including Q&A, Panels and BoFs run for two 20 minutes sessions with a 5 minutes break in between. We do not want to embarrass you, however the session chairs have been instructed to end all presentations after the allocated time, even if you are not finished, in order to keep the program to time.
- The session chair will flash time cards at 5 minutes, 2 minutes and 1 minute prior to the end of your session.
- At the end of your session the chair will ring a bell for you to conclude immediately.
- The chair will only be able to field questions if you have finished in time.
- At the conclusion of the session any remaining time will be used for questions and discussion.
- If you have any queries please direct these to the registration desk during the conference or email conference@ereseach.edu.au **prior** to the conference.