

Presentation Session Guidelines

Speaker Timing: Presenters giving talks in the concurrent streams (see below) each receive 20 minutes, comprised of 12-17 minutes of prepared comments (with or without PowerPoint slides) and 3-7 minutes of audience Q&A and open group discussion. Moderators will ensure each presentation starts and finishes at the allocated time. To ensure participants can move between rooms and listen to presentations in different streams, presentations will not be brought forward if a Presenter withdraws or finishes early.

Presentation Upload: Presenters are required to submit their PowerPoint presentation at the AV Download Station at the front of the room they are presenting in, the day prior to their talk. Presentations should be uploaded into the Folders on the computer relevant to the session the Presenter is talking in (i.e. Presentation Session 1, 2, 3, 4, 5 or 6). Presentations can be uploaded by the Presenter, the Moderator for the session, or staff from AV Partners.

Audiovisual Equipment Available: Microphone on podium, laptop, screen, projector, internet and flicker (to advance and reverse slides).

Session Moderators and Volunteers: Each session will be facilitated by a Moderator and Volunteer who is responsible for keeping speakers on time. All Presenters in each session should arrive at their room no less than 10 minutes prior to their session. This will enable Moderators and Volunteers to familiarise you with the equipment, discuss timing for your presentation, and ensure they know how to pronounce your name for your introduction. All Moderators, Volunteers and Presenters should sit in the front row for convenient access to the stage/podium.