



## Speaker Briefing Notes

### SUMMARY CHECKLIST

Speakers to register	by Friday 13 <sup>th</sup> September 2019
Changes to abstracts	by Friday 27 <sup>th</sup> September 2019
Optional Full papers submitted	by Friday 18 <sup>th</sup> October 2019
Presentations to be forwarded	by Friday 25 <sup>th</sup> October 2019

### POWERPOINT PRESENTATION

#### **Format for PowerPoint Presentations is 16:9 (widescreen ratio).**

All PowerPoint presentations **MUST** be submitted to the Conference Managers by **Friday 25<sup>th</sup> October 2019**. If your PowerPoint presentation file is less than 10MB, please email to [jayne@eastcoastconferences.com.au](mailto:jayne@eastcoastconferences.com.au). If your PowerPoint is too large to email, please provide via Hightail or Dropbox and supply link on email.

Please also bring a back-up copy of your presentation with you to the conference on a USB drive.

Please ensure your presentation is in its FINAL format, as there will be no facilities available at the Conference for making changes. Presenters are also advised to print a copy of your PPT slides and bring them with you to refer back to when giving your presentation. There will not be printing facilities available at the conference.

### SPEAKER PROCEDURES AT CONFERENCE

There will be an AV operator in constant attendance within the venue. Following is a brief explanation of the audio visual procedure involved in your presentation.

- On arrival please register at the Conference to ensure your presentation and audio visual requirements have been met and confirm any unforeseen changes at least **one hour** before you are to present. If for any reason you are unable to meet this requirement please discuss an alternative arrangement with the Conference Managers.
- Make your way to the room where you are presenting to meet with the chairperson and other speakers at least **10 minutes** prior to the start of your session.
- The laptop will be located on the side table next to the lectern. If you are not familiar with this equipment, visit the room early or speak to the Technician for assistance.
- Microphones will be on all the time. There is no need to switch them on. In the unlikely event of a problem, the Technician will attend to it. The problem will be fixed as fast as possible. While this is being done you should continue with your presentation.
- Your presentation will be timed by a chairperson. **Please ensure that you keep to the program timetable and do not exceed the allotted time for your presentation. 20 minutes or 10 minutes** has been allocated for each concurrent presentation. This includes time for introduction, questions and answers. A 5-minute changeover time has been allotted between speakers in concurrent sessions.

## **BIOGRAPHY**

If you haven't already done so, please provide a brief outline (2 – 3 lines only) of your career history so the Session Chair can make an appropriate introduction. Please email this to the Conference Managers [amy@eastcoastconferences.com.au](mailto:amy@eastcoastconferences.com.au) no later than **Friday 4<sup>th</sup> October 2019**.

## **VISUAL PRESENTATION**

For the benefit of those unaccustomed to presenting we offer the following tips to assist in making your visuals effective:

- Keep it simple – use the slide as reinforcement to your speech.
- Remember that your audience will primarily be interested in hearing you discuss your findings, outcomes and/or central argument. Keep time spent on background and methodology to a minimum.
- Use only the number of slides necessary to deliver your presentation within your allocated timeslot. Ensure you time your presentation, and if necessary, adjust the number of slides accordingly. As a rule of thumb, 1 ½ to 2 minutes talking per slide.
- Keep bullet points down to a maximum of 5 per slide. Any more and the type is too small to read.
- Use upper and lower case to achieve maximum legibility.
- Use colour effectively – a few bright simple colours on a dark background 'lift' the style of your presentation.
- Avoid background sounds as these can often distract rather than enhance the presentation.

## **REGISTRATION DETAILS**

If you have not already registered, please complete and return the Registration Form with full payment to the Conference Managers. Secure online registration is also available on the conference website [www.coastalconference.com](http://www.coastalconference.com). The deadline for all presenters to register is **Friday 13<sup>th</sup> September 2019**.

## **FULL PAPERS**

Full papers are optional for 20 minute presentations at the Conference. Full papers will be published on the Conference Website after the Conference. Please email your full paper to the Conference Managers at [amy@eastcoastconferences.com.au](mailto:amy@eastcoastconferences.com.au) no later than **Friday 18<sup>th</sup> October 2019**.

Please refer to Full Papers Guidelines on the Conference website [www.coastalconference.com](http://www.coastalconference.com) or email [amy@eastcoastconferences.com.au](mailto:amy@eastcoastconferences.com.au) to request a copy.

## **CONTACT US**



**For any further assistance please contact the Conference Managers:**

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