

## GENERAL INFORMATION

Unless otherwise negotiated, papers have been allocated 20 minutes: 15 minutes for speaking, and 5 minutes for questions.

Please go to the session room around 15 minutes prior to the starting time to meet presenters and chairs.

Each room will be equipped with a PC computer (PowerPoint enabled) and data projector. Access to the Internet will not be available.

Check the audio-visual set-up and familiarise yourself with the room before the session, but please do not change any of the set-up without consulting a student volunteer or IT person.

## SESSION CHAIRS

A student volunteer will be available to assist you. Presenters will have been asked to download presentations well in advance in the IT Room, Level 4. These presentations, by session number, will be loaded to local filespace, which student volunteers will help you and presenters to access.

At the session start, please announce that all mobile phones, pagers, tape recorders and laptop computers should be turned off.

Introduce all presenters prior to inviting them to the lectern.

Time cards will be provided in all rooms. Strict observance of time is crucial to the program. Please help presenters by indicating clearly and confidently when they have 5 minutes and 2 minutes remaining. The end of the presentation should be indicated by the 'please stop now' card.

At the end of the presentation, please proceed to take questions from the floor. Be prepared to direct a question to the speaker.

If a paper is withdrawn, preserve the original order **and** time.

Thank each speaker at the end of his/her paper and all at the end of the session.

Announce any housekeeping matters and close session.

## PRESENTERS

If you are bringing your presentation on Memory Stick (Jump Drive) we **strongly recommend** that you bring a back-up of your presentation on CD-Rom or DVD-R and a **hard copy** of your presentation.

The Conference Venue is a PC only environment. Please ensure that your PowerPoint presentation is saved as a .ppt and runs on a PC computer. Where possible, please save your files to PowerPoint 2003 format NOT 2007, since Office 2007 has the ability to save to previous versions when you don't want that to happen. Some fonts and graphics may change when transferred from Mac/Unix to PC, so it would be worth checking this before arriving at the conference.

You will need to take your presentation on Memory Stick to the IT Room on Level 4, which will be clearly signed. The room will be staffed through each day and you will be able to have your presentation uploaded to your session's file. You should do this as early as the day before your paper – if presenting Tuesday or Wednesday, and as soon as practical on the Monday. Please leave at least 45 minutes for this task. If you are able to email your presentation, clearly labelled with your full name and session, before Monday, we will upload it, but you should check in with staff at the IT Room to be sure.

You will need to advance your own PowerPoint slides from the lectern.

Keep an eye on the time during your presentation. The session chairs will end all presentations after 15 minutes (5 and 2 minute reminders will be given and at the end of time you will be asked to stop); questions will then be taken from the floor for up to 10 minutes.