



SPEAKER BRIEFING NOTES

SUMMARY CHECKLIST

Speakers to register
Presentations to be forwarded

by Friday 2nd September 2016
by Wednesday 19th October 2016

POWERPOINT PRESENTATION

All PowerPoint presentations **MUST** be submitted to the Conference Managers by **Wednesday 19th October 2016**. Please email to jayne@eastcoastconferences.com.au. If your PowerPoint is too large to email, please use a large file sharing website such as Dropbox or www.hightail.com

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 symposium.

SPEAKER PROCEDURES AT FORUM

There will be an AV operator in constant attendance within the conference room. 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 due 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.**

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, which generally means a **maximum of 8 slides for a 12 minute presentation**.
- Keep bullet points down to a maximum of 5 per slide. Anymore 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.vpmsymposium2016.com.au. The deadline for all presenters to register is **Friday 2nd September 2016**.

CONTACT US

For any further assistance please contact the Conference Managers:

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