Seminar Presenter Tips and Guidelines

Please find following some seminar presentation guidelines and tips. Please take the time to read through this material before preparing your presentation.

Submitting your presentation to the Mine Closure 2006 team – Important!

Please present your presentation in PowerPoint format.

Given that more than 60 papers will be presented at the seminar we request that all PowerPoint presentations be sent to the Australian Centre for Geomechanics for checking by Monday 28 August 2006. This allows us sufficient time to check the quality of the presentation and trouble shoot any graphic or computer problems. Please forward your presentation on CD Rom or via email (up to 7Mb). Alternatively, you may wish to load the presentation on the ACG FTP Site. Please also forewarn the ACG if embedded videos will feature in your presentation.

Your presentation will then be loaded on the ACG laptops to be used at the seminar. There will be a remote mouse, lecturn microphone and lapel microphone for your use.

If you require a projector for 35 mm slides, please advise the ACG prior to the seminar.

Biographical notes
Each presenter must provide “bio notes” that will be given to the session Chairperson in order for them to introduce each speaker. Please see examples on website. Please forward your “bio notes” by Friday 18 August 2006.

At the Seminar
Steven Shipton and Christine Neskudla (ACG) will be available at the seminar to assist you with your presentation. It is imperative that your presentation is complete and downloaded prior to the start of each day’s proceedings.

We encourage you to bring your FINAL presentation with you to seminar pre-registration to be held at 5.00-6.00pm, Tuesday 12th September 2006, Sheraton Perth Hotel Boardroom. Please see Steven and Christine in the Speakers Room to download and check your presentation.
Alternatively, please see Steven and Christine at the South Ballroom stage (plenary venue), Sheraton Perth Hotel on the morning of your presentation should you wish to check or amend your presentation.

7.45 – 8.15am       Wednesday 13 September 2006
7.45 – 8.15am       Thursday 14 September 2006
7.45 – 8.15am       Friday 15 September 2006

Please bring a copy of your presentation on CD Rom or memory stick to the seminar (as a backup).

**Slide background**

A *PowerPoint* master template is not available for this seminar.

*Tips*
Backgrounds should be in direct contrast to text colours. Colours employed for either text of background should be bold, sharp and aesthetically pleasing. Please note that some attendees may have colour blindness.

Font selection is a matter of personal choice. Fonts that are overly decorative should be avoided. Selected fonts should be clear and readable.

**Graphics, charts & maps**
Graphs, charts and maps that rely on colour alone can work if you are dealing with two or three colours only. More than this and the graphic becomes confusing.

If your diagram needs more than three colours it may be preferable to use patterns to delineate areas and borders.

**Selling your services**
Presenters who refrain from talking about the seminar topics and instead promote their own services (however subtly) do more harm than good. Speakers that put forth independent presentations and opinions impress delegates. The time for networking is off the podium.

**Timing**
You have either been allocated 30 or 15 minutes to present. Please do not run overtime as this throws the whole timing of the seminar out of sync. The seminar Chair will indicate to you when your time is up.
Please do not hesitate to contact us if you have any queries.

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GOOD LUCK!