Symposium Presenter Tips and Guidelines

Please take the time to read through this material before preparing your presentation.

**Submitting your presentation to ACG team – Important!**

Please present your presentation in *PowerPoint* format.

Given that the *PowerPoint* presentations will be delivered from the Australian Centre for Geomechanics’ laptops, the ACG invites you to submit your presentation for checking by **Friday 24 August 2007**. This allows us sufficient time to check the quality of the presentation and trouble shoot any graphic, embedded video 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 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 Symposium. 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 Symposium.

**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” to the ACG by **Friday 10 August 2007**.

**At the Symposium**

Steven Shipton (ACG) will be available at the Symposium 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 Symposium pre-registration to be held at 5.30-6.30pm, Tuesday 11th September 2007, Sheraton Perth.
Hotel, Western Australia. Please see Steven in the Speakers Room (Mt Newman Room) to download and check your presentation.

Alternatively, please see Steven 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 12 September 2007
7.45 – 8.15am        Thursday 13 September 2007
7.45 – 8.15am        Friday 14 September 2007

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

**Slide background**

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

*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 Symposium 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 been allocated 30 minutes to present. Bear in mind that you should allow 5 minutes for questions. Please do not run overtime as this throws the whole timing of the Symposium out of sync. The Symposium 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!