



SPEAKER BRIEFING NOTES

SUMMARY CHECKLIST

1. Speaker Registration Deadline Friday 14th September 2018
2. Submit PowerPoint Presentation by Wednesday 14th November 2018

POWERPOINT PRESENTATION

All PowerPoint presentations **MUST** be submitted to the Conference Managers by Wednesday 14th November. Please email your presentation to jayne@eastcoastconferences.com.au. If your PowerPoint presentation is too large to email, please use dropbox or a large file sharing website such as Hightail - <https://www.hightail.com>.

SPEAKER PROCEDURES AT CONFERENCE

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

- On arrival please check-in at the registration desk to ensure your presentation and audio visual requirements have been met at least **one hour** before the session commences that you are due to present in. 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.
- 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 quickly 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 PowerPoint presentation 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, allow 1 ½ to 2 minutes talking per slide, which generally means a **maximum of 8-10 slides for a 15 minute presentation.**
- 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.
- Avoid using moving text, as this can also be very distracting and detract from your presentation.