

Guidelines for Oral Presentations at the ANZSAP Conference

Length

Contributed papers: 10 minutes for presentation, 5 minutes for questions

Invited papers in concurrent sessions: 20 minutes for presentation, 10 minutes for questions

Plenary papers: 30 minutes for presentation, 10 minutes for questions

It is **CRITICAL** that you adhere to these guidelines to ensure sessions run to time. Please check the timing of your presentation before you come to the Conference

Uploading of presentations via website

All presentations are to be uploaded via the ANZSAP conference website by **Saturday 14th June, 2008**. This will store your presentation on our server and automatically enter the details in the conference database. The upload system and instructions will be available during the week of 26 May.

PLEASE NOTE: It is important that all presenters bring copies of their presentations on CD or USB memory stick to the conference as back-ups.

Checking and modification of presentations at the Conference

In addition to the plenary sessions there will be 4 concurrent sessions in two buildings for contributed papers. Time for setting up the presentations will be very short so the presentations will be assembled and placed on the computers in each theatre 2 session breaks before the session in which they are to be delivered. This will allow presenters to check that they have been loaded correctly in the break before their presentations. Modifications to presentations will only be accepted if they are available 2 sessions before their scheduled delivery.

There will not be any facilities available at the conference venue for modifying or preparing presentation files. Presenters will need to have their own computers or access to equipment at their accommodation if they wish to modify their presentations.

During your presentation session

Presenters **MUST** be present in the relevant lecture theatre in the break prior to their presentation session to check that their presentation has been correctly loaded and to review the operating system. Presenters are to make their presence known to the Session Chair at this time

Guidelines for presentation format

- Prepare Microsoft PowerPoint or PDF files.
- PowerPoint presentations done in Windows Vista need to be saved in "compatibility mode" to ensure that they can be read by Windows XP.
- Images included in your slides should be in JPG format.
- Do NOT use TIF format for the image files as they will be much too big.
- Optimize your images for displaying on "web or screen" which is at 90 dpi as opposed to 200 dpi or more for printing.
- Make sure the presentation slides are no bigger than 800 by 600 pixels, i.e. no bigger than a normal screen.
- Tables should contain not more than 12 numbers, figures not more than 4 lines, font size should be at least 24 point.
- Restrict the number of slides in your presentation to ensure that delegates will have sufficient time to read and interpret the information in them.