



22nd International Geophysical Conference & Exhibition
26 - 29 February 2012
Brisbane Convention & Exhibition Centre
Queensland, Australia

GUIDELINES FOR ORAL PRESENTATIONS

The 22nd International Geophysical Conference & Exhibition Conference Organising Committee welcomes your contribution to the 2012 Conference.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your oral presentation is successful.

SPEAKER CHECKLIST

- Speaker biography completed and sent to Conference Managers
- Registration completed www.aseg2012.com.au/registration.asp
- Bring presentation on USB/CD to Conference

REGISTRATION DETAILS

Prior to the Conference

All presenting authors are required to register for the Conference. To register please visit www.aseg2012.com.au/registration.asp and complete the delegate registration form.

Onsite at the Conference

Presenting authors will need to register at the registration desk when they first arrive at the Conference to collect their name badge and other related materials. From there you will be directed to the Speaker Preparation Room where you must check in with the audio visual technicians.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located in the ground floor foyer of the Brisbane Convention and Exhibition Centre. The desk will operate during the following times:

Sunday 26 February 2012 1700 - 1900
Monday 27 February 2012..... 0700 - 1700
Tuesday 28 February 2012..... 0730 - 1700
Wednesday 29 February 2012 0730 - 1600

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located in Meeting Room 10 (Mezzanine Level). Please refer to the venue floor plan which will be included in the Conference Program Book that you will receive upon registering.

The speaker preparation room will be open during the following times:

Sunday 26 February 2012 1700 - 1900
Monday 27 February 2012..... 0700 – 1700
Tuesday 28 February 2012..... 0730 – 1700
Wednesday 29 February 2012 0730 – 1500

All oral presenting authors are asked to load/check their presentation **at least 24 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every room at the Conference:

- One projection screen
- One data projector
- Microphone attached to the lectern

Overhead and Slide Projection will not be available.

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. We will try to accommodate requests, however this cannot be guaranteed.

A technician will be available to handle any problems that may arise.

SESSION DETAILS - CHECK AHEAD

Please visit the Conference website well ahead of time to confirm details of your session within the Conference Program. The Program is subject to change so please ensure you check any changes on the 'Program Changes' board located at the registration desk onsite.

TIME ALLOCATION

Individual oral presentations are allocated 25 minutes, which includes 5 minutes for question and answers with the audience. Please take this into consideration when preparing your presentation. We have allowed a 5 minute change over time between speakers to allow delegates time to reach their elected sessions. Please check the Conference Program to confirm your session time.

In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The chair will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, please keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times

SESSION VENUE – ARRIVE EARLY

Please assemble in your session room **at least 10 minutes prior** to the start of the session. This will allow time for the Chairs to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

POWERPOINT PRESENTATIONS

The following Audio Visual equipment will be available in every room at the conference:

- Data Projector
- PC Compatible Laptop with USB & CD Rom facilities.

Speakers are advised to bring their presentation on **CD-Rom or USB Memory Stick**. Should your presentation be in MAC format, it is imperative that this be converted to PC format prior to arrival at the Conference.

If you have any questions in regards to this process please email these directly to aseq2012@arinex.com.au

SPEAKER PROCEDURES

- Visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- Keep track of time.

LANGUAGE

Please note that the official Conference language is English. **All presentations must be made in English.**

Thank you for your help in making the 22nd International Geophysical Conference & Exhibition a success.

For further details or assistance, please contact the Conference Managers.

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