



## BRIEFING NOTES FOR KEYNOTE & INVITED AUSTRALIAN PRESENTERS

The Organising Committee welcomes your contribution to QEC's Fifth Biennial International Conference. In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these briefing notes ahead of the Conference** to assist in ensuring your presentation runs smoothly.

### GENERAL INFORMATION

Please visit the registration desk when you first arrive at the Conference to collect your name badge and other related materials. From there you will be directed straight to the Speaker's Preparation Room where you will need to check in with the audio visual technicians.

### 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 on site.

### TIME ALLOTTED

Please check the Conference Program to confirm your session time and the time allocated for your presentation.

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

You may like to rehearse your presentation with slides in advance to make sure it takes no longer than your allotted time.

### SPEAKER PREPARATION ROOM

The Speaker's Preparation Room is located in UN 1610 & 1611 and will operate at the following times:

Thursday 20 November	0730 – 1730
Friday 21 November	0730 – 1700

You must visit Speaker Preparation Room at least 2 hours prior to your talk to ensure everything is ok with your presentation.

### AUDIO VISUAL EQUIPMENT

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

- One Data Projector
- One PC Compatible computer
- Lectern and Microphone

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

### SESSION VENUE – ARRIVE EARLY

Please assemble in your Session Room at least 10 minutes prior to the start of the session block. 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

You are encouraged to email your presentation that accompanies your talk prior to the Conference to technical services at **Staging Connections, [qec2008@stagingconnections.com](mailto:qec2008@stagingconnections.com)**

When you email your presentation please add "QEC" in the subject line and include the day, time and room when you are presenting. Please have the presentation labelled using your Surname\_First name.

You may wish to provide your PowerPoint presentation on site. If so, please ensure you visit the Speaker's Preparation Room **at least 2 hours** prior to the start of your session.

If you have any questions in regards to this process please contact Staging Connections directly.

## SPEAKER PROCEDURES

- Please be in your allocated session room **no later than 10 minutes before** the start of your session block to meet the Chair.
- Microphones will be on all of the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend and the problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- The Chair will time your presentation and give you a warning at 2 minutes remaining and at time up.

## SET-UP

There will be reserved seating for you at the 1<sup>st</sup> row for the duration of the session. You should sit at these seats where you will be called to the lectern in sequence by the Chair.

## LANGUAGE

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

## FURTHER ASSISTANCE

If you require further assistance, please contact the Conference Managers, The Meeting Planners at:

**Email:** [qecpresenters@meetingplanners.com.au](mailto:qecpresenters@meetingplanners.com.au)

**Phone:** +61 3 9417 0888

**Fax:** +61 3 9417 0899

**Thank you for your help in making the  
QEC 2008 Conference a success**