



BRIEFING NOTES FOR PRE CONFERENCE WORKSHOP PRESENTERS

The Organising Committee welcomes your contribution to the 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**.

GENERAL INFORMATION

Please visit the registration desk when you first arrive at the Conference to collect your name badge and other related materials.

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 date and time.

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

POWERPOINT PRESENTATIONS

We request that your PowerPoint presentation for your workshop session to accompany your talk to be emailed prior to the Conference to 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.

Staging Connections will then have your presentation loaded in to your session room upon your arrival and will be available to assist you with operating instructions and to answer any queries.

Please note that there will be no speakers preparation room on Wednesday 19th November.

ROOM SET UP & AUDIO VISUAL EQUIPMENT

All workshop rooms will be set up as cabaret style unless otherwise specified and the following Audio Visual equipment will be available:

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

Should you require any additional Audio Visual or a different room set up, please contact qecpresenters@meetingplanners.com.au.

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 you to prepare for your session and to enable you to start on time.

SPEAKER PROCEDURES

- 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 the problem and it will be fixed as quickly as possible. While this is being done you should continue with your presentation.

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: gecpresenters@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**