



BRIEFING NOTES FOR 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.

There will be a Speaker's Preparation Room where you can upload your presentation onsite at the Conference if you wish. 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.

We strongly recommend emailing your presentations prior to the Conference.

ROOM SET UP & AUDIO VISUAL EQUIPMENT

All workshop rooms will be set up as theatre style and the following Audio Visual equipment will be available:

- 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 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**