



## GUIDELINES FOR ORAL PRESENTATIONS

The Early Childhood Learning and Development Organising Committee welcomes your contribution to the 2017 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 presentation is successful.

### REGISTRATION DETAILS

#### **Prior to the Conference**

All presenters are required to register for the Conference. If you have not registered please visit <http://eclid17.com/registration/> and complete the delegate registration form.

#### **Onsite at the Conference**

Speakers 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 Crown Ballroom Foyer. The desk will operate during the following times:

Friday 31 March 2017	07:00 – 18:00
Saturday 1 April 2017	07:30 – 17:00

### SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located in Meeting Room 4. Please refer to the venue floor plan which will be included in the Pocket Program and Mobile App that you will receive access to a few days prior to the conference.

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

Friday 31 March 2017	07:30 – 17:00
Saturday 1 April 2017	07:30 – 15:00

All oral speakers are asked to load/check their presentation **at least 3 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:

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2007/2010 and Adobe Reader
- Microphone attached to the lectern
- Capabilities to play DVD's

**Overhead and Slide Projection will not be available.**

**Internet access will not be available from the presentation computer.**

*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 in each room to assist all presenters.

## 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 40 minutes including 5 minutes question and answer time or 90 minutes including 10 minutes question and answer time. 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 Chairperson will time your presentation and provide you with a warning at **2 minutes** remaining and again 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

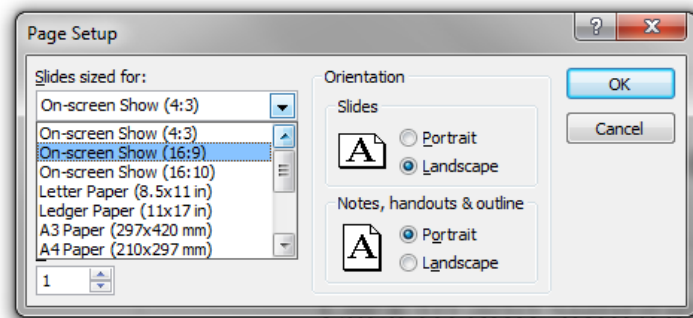
## SESSION VENUE – ARRIVE EARLY

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

## POWERPOINT PRESENTATIONS

Please note: Standard PowerPoint Presentations need to be adjusted to fit the projector to avoid black edges on your PowerPoint slides. Please ensure your PowerPoint Presentations are in 16:9 and **not** 4:3. To adjust your presentation, please follow these steps.

1. In PowerPoint 2003 Choose File → Page setup. In PowerPoint 2007/2010 choose the "Design" Tab then click the "Page Setup" button.
2. In the drop down box, select "On-screen Show (16:9)"



You may wish to provide your PowerPoint presentation onsite. If so, please ensure you visit the Speaker Preparation Room **at least 3 hours** prior to the start of your session.

If you have any questions in regards to this process please email these directly to [ecl17@arinex.com.au](mailto:ecl17@arinex.com.au)

## **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 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.

## **SESSION ROOM SET UP**

There will be reserved seating for you at the front of the room for the duration of the session. You should sit at these seats where you will be called to the lectern in sequence by the Chairperson. Delegates will be seated in theatre style.

## **LANGUAGE**

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

**Thank you for your help in making ECLD17 a success.**

**For further details or assistance, please contact the Conference Managers:**

**ECLD17 Conference Managers  
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