

GUIDELINES FOR ORAL PRESENTATIONS

The **18th International Association for Mathematical Geosciences Conference 2017 (IAMG 2017)** 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 done so already, please visit www.iamg2017.com and complete the 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 delegate 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 on the Ground Floor in the Southern Cross Lobby at the Esplanade Hotel, Fremantle.

The registration desk will operate during the following times:

Sunday 3 September 20171600 – 1830
Monday 4 September 20170730 – 1830
Tuesday 5 September 20170800 – 1830
Wednesday 6 September 2017 ..0800 – 1830
Thursday 7 September 20170800 – 1800

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located on the Ground Floor in the Prince Regent Room. Please refer to the venue floor plan which will be included in the Conference Program Book that you will receive upon registration.

The Speaker Preparation Room will be open during the following times:

Monday 4 September 20170700 – 1800
Tuesday 5 September 20170800 – 1630
Wednesday 6 September 2017 ..0800 – 1630
Thursday 7 September 20170800 – 1630

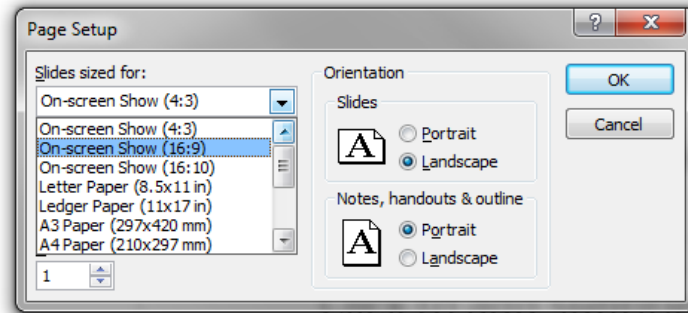
All oral speakers are asked to load/check their presentation **at least 3 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians.

All presentations need to be brought to the Conference and uploaded in the Speaker Preparation Room. Please note there is no facility to send material by email and have it uploaded prior to the start of the Conference nor is it possible to upload the presentation within the session room.

AUDIO VISUAL EQUIPMENT & 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)"



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

Overhead and Slide Projection will not be available. Wireless internet access will be available to all delegates for the purposes of checking emails and web browsing; however, it is not recommended that this is relied upon for streaming video/s during your presentation. If you wish to include a video in your presentation, please embed it into your PowerPoint presentation.

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 inside the session room to handle any problems that may arise. However, please note that your presentation **cannot** be uploaded in the Session Room – you must visit the Speaker Preparation Room prior to your session commencement.

If you have any questions regarding this process, please email these directly to iamg2017@arinex.com.au

SESSION DETAILS - CHECK AHEAD

Please visit the Conference website www.iamg2017.com/ 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

Please check the Conference Program to confirm your session time. In consideration 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 **5 minutes** remaining and when time is up. It is strongly recommended that you 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.

SPEAKER PROCEDURES

- Your presentation will be available via the electronic lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. 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.

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

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 IAMG 2017 a success.
For further details or assistance, please contact the Conference Managers.**

IAMG 2017 Conference Managers
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