

## **Presenters' Guidelines and Audio-visual Arrangements**

1. Full papers have 20 minutes for presentation and 10 minutes for questions (30 minutes total)
2. Work-in-progress papers have 10 minutes for presentation and 10 minutes for questions (20 minutes total)
3. Presenters should call into their scheduled room prior to their presentation in order to familiarise themselves with room layout and facilities.
4. Presenters should confirm any prior arrangements (especially concerning AV matters) with the conference convenor, Katy Richmond, on 0438 563 924 (this is a Telstra mobile for use on LTU campus, Vodaphone mobile not in use at Beechworth is 0414 291 859 – it will be switched OFF during conference sessions).
5. Presenters can expect all rooms to have
  - a. two small tables, one for presenter, one for data projector if booked
  - b. a water jug and plastic cups
  - c. an overhead projector
6. An audio-visual technician is available for all 12 rooms on Thursday and Friday, and the Conference Manager is available for audio-visual matters on Saturday.
7. However not all AV problems can be easily solved so please always bring overheads as a fall-back.
8. Additional audio-visual facilities cannot be assumed to be available
  - a. Three rooms (George Zubrzyicki Room, Lois Bryson Room, Bijou Theatre) have fixed data projectors
  - b. Three mobile data projectors are available on a pre-booking arrangement to share among 9 rooms, so obviously not all requests can be met.
  - c. A video/TV facility is available for the George Zubrzyicki Room and the Lois Bryson Room as a fixed component of the room.
  - d. A mobile video/TV trolley is available on a pre-booking arrangement to share among 11 rooms, again not necessarily available on request.
  - e. A slide projector is available on a pre-booking arrangement to share among 12 rooms, as above.