Oral presentation speaker briefing notes

The Organising Committee welcomes your contribution to the AES 2015 International Evaluation 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 the following instructions to ensure your presentation is successful.

Important information and instructions

Registration Desk: Monday 7 to Wednesday 9 September

Location: Foyer, Melbourne Convention Centre, 1 Convention Place, South Wharf Victoria Australia

Times: Monday 7 September   7:30 am to 4:00 pm
        Tuesday 8 September   7:30 am to 4:00 pm
        Wednesday 9 September   7:30 am to 3:00 pm

Keep up to date using the online conference program

Please check the online conference program for up-to-date information about your presentation time and room allocation.

The online program can be found at:
Mobile devices: http://aes2015internationalevaluationco.sched.org/mobile/
Desktop browser: https://aes2015internationalevaluationco.sched.org/

Speaker registration details

- Collect your name badge and other materials from the Registration Desk.
- After you have collected your name badge and other materials go to the Speaker Preparation Room (located on the first floor) where you must check-in your presentation with the audio visual technician.
- Check-in time: At least 2 hours prior to presenting, except early morning which is one hour prior.

Speaker preparation room

Location: Speaker Room 101, Melbourne Convention Centre
Opening times: Monday 7 September   7:30am–4:00pm

Tuesday 8 September	7:30am–4:00pm
Wednesday 9 September	7:30am–3:00pm

PowerPoint presentation

- Your PowerPoint presentation should be saved on a USB stick or USB drive in **Microsoft PowerPoint file format** set up as **landscape orientation in the 16:9 (widescreen) aspect ratio.** (Presentations prepared in 4:3 aspect ratio will still be displayed on the screen unaltered. However they will not fill the entire screen.) The onsite technicians will be able to copy your file.

- An AV technician will upload all presentations, which will be pre-linked so that session chairs can quickly and easily load them in order to keep the program on time.

Presentation computer software

- Microsoft Windows 7 PRO 32-bit

Media players

- Windows Media Player Version 11
- QuickTime Version 7.6.80.9
- Adobe Flash Version 10 ActiveX
- Standalone Flash Player 1.2.
- VLC Media Player 1.1.9

Presentation session procedures

AV technicians are in constant attendance at the venue. Following is a brief explanation of the presentation procedures at the Conference:

- *Conference session:* Your presentation is part of a conference **session** containing 2 or 3 other presentations.
- *Session location:* Please make yourself aware of the starting time and location of your session. The online program contains up-to-date information (see above).
- *Session briefing:* 15 minutes before the start of the session, meet with your session chair and co-presenters in the allocated session room. (Note that all sessions start immediately following a break. Therefore, you must proceed to your session room during the break.)
- *Short bio:* On arrival give the session chair a printed copy of a short (one line) bio of every presenter in your presentation
- *Room equipment:* A computer will be available in each room. Please familiarise yourself with this equipment prior to your presentation. Venue technicians are on hand if needed.
- Speakers and the session chair to sit either in the front row of seats or at the front table (if available), close to the lectern.
- Please attend the whole of the session!
- *Microphones* will be on at all times.
- In the unlikely event of a problem, the session chair will ensure that an onsite technician attends. Please continue so that you do not lose your timeslot.

- The *session chair* will strictly time your presentation and will let you know when you have 5 minutes, and 2 minutes, left for your talk (use a prearranged signal), and allowing for some question time. Please ensure that you wind up your session on time to keep to the program timetable.

The last 5 minutes of each session that is not followed by a break, is allocated to allow delegates to change breakout rooms if they are not staying for the next speaker.

Presentation room equipment

Every Convention Centre presentation room is equipped with:
- Screen/s
- a sound system
- a presentation computer with internet access
- lighting
- an intelligent lectern, and
- Q&A microphone where necessary