



12th ALA Conference

17-19 May 2018

Brisbane Convention and Exhibition Centre

Stronger Together

www.ala-conference.com.au

Hosted by



Guidelines for Oral Presenters

General

Please note that due to time constraints, oral presentations must be kept to the time noted in your confirmation letter.

As a courtesy to other speakers in your session and to ensure the program runs to time, speakers are encouraged to follow the time schedule.

Please go to your allocated room 15 minutes before the session start time to check the presentation is ready and to meet with the chairperson.

Audio-visual information

The following equipment will be provided in all conference rooms:

- Data projector
- Computer to which your presentation will be uploaded
- A screen with 16:9 ratio at 1920 x 1080 pixels (HD 1080i format)
- Audio will be provided at the lectern

Supplied computers will be running Windows 7 with Office 2010

- Video files to be provided in WMV, QuickTime or MP4
- PowerPoint 2010 for PC (this is compatible with Mac PowerPoint 2011)
- Adobe PDF

Loading your presentation

A dedicated speakers' preparation room is available on Mezzanine Level in The Arbour Speakers Prep room, with staff to assist you with the loading of your presentation. In addition there will be a technical support for any requirements throughout the week.

Bring your presentation on a USB stick to the speakers' room and load it on the server so that it can be networked to the allocated session room. If you are using any video files in your presentation, please have these files saved separately on your USB stick. Presentations are to be loaded **on the day of your presentation**.



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The speakers' preparation room will be open at the following times:

Wednesday 16 May	07:15am – 5:30pm
Thursday 17 May	07:15am – 5:30pm
Friday 18 May	07:15am – 5:30pm
Saturday 19 May	07:15am – 5:30pm

Mac users

PC based computers will be provided at the Conference. If you are a MAC user and you would like to use it, please bring your own dongle and other appropriate connections to output a VGA signal. It is recommended that presenters convert any media files into .wmv format (if possible).

If you have any questions about your presentation please contact the Conference Secretariat on +61 2 9254 5000.

