

27-30 SEPTEMBER 2012
47th APS Annual Conference



Briefing Notes for Oral Presenters

The Australian Psychological Society welcomes your contribution to the 47th Annual APS Conference.

In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. **Please take the time to read these briefing notes ahead of the Conference.**

General Information

Please visit the registration desk when you first arrive at the conference to collect your name badge and other related materials. From there you will be directed straight to the Speakers Support Centre where you will need to check in with the audio visual technicians who will require your presentation.

Registration and Session Details

Please visit the conference website prior to the conference to register and confirm details of your session in the program. If your paper has been accepted for a presentation of any kind, you **must be registered before 5pm AEST Monday 23 July 2012** to be included in the final program.

Time Allocated for Presentation

Presenters should arrive at the room at least 15 minutes before the session begins to meet with the session Convener/Chair and to check equipment requested.

- **Individual Paper Sessions** - Each paper has been allocated 20 minutes for delivery inclusive of 5 minutes for questions/discussions.
- **Symposia, Practice Forums and How to Sessions** - The total duration of the session should not exceed the time allocated, including presentation of all papers, questions and discussions. Conveners should advise each presenter regarding the timing of their presentation.

The program is subject to change, therefore please ensure you check any changes on the “*program changes*” board on site which will have an up to date program.

In the interests of fairness please ensure that you keep to your allotted time frame. Should a speaker extend beyond their time allocation, the Convener/Chair has been instructed to interrupt, regardless of the stage of the presentation. It is essential that presenters keep to time across the entire program to ensure equity for all and to allow delegates to plan the sessions they wish to attend.

The Chair will time your presentation and provide you with a warning at 2 minutes remaining and at time up. You may like to rehearse your presentation with slides in advance to ensure that it takes no longer than your allotted time.

Speaker Presentations

All presentations are to be in Microsoft PowerPoint format, and loaded onto the central system prior to your presentation. Please ensure that you provide this to the technicians in the Speakers Support Centre at least 4 hours prior to the commencement of your session. This room will be clearly labeled or ask for directions at the registration desk on site. If your session is on the first day please supply your presentation the day prior if possible or at least by 7.30am on the morning of your session.

Presentations requiring video can be accommodated, however we request that you contact the Conference Managers in writing prior to the event to confirm the specific details. Contact information is listed at the end of this document.

Any presenters wishing to use different presentation software, such as Keynote or Prezi, are asked to contact the Conference Managers in writing prior to the event to check whether this can be accommodated. Please note however that Microsoft Powerpoint is the preferred software platform for all presentations.

You will be provided with the following audio visual equipment in the session room:

- One data projector and screen
- One PC compatible computer
- Remote mouse for computer
- PC audio connection
- Lectern and microphone
- Microphones will be on all the time. There is no need to switch them on.
- **Note: Overhead, slide projection and internet will not be available without prior arrangement with the Conference Managers.**

In the unlikely event of a technical problem, the technician present will attend to the problem and it will be fixed as quickly as possible. While this is being done you should continue with your presentation.

Please note: AV equipment outside the above cannot be provided without prior arrangement with the Conference Managers. Presenters are requested to contact us as soon as possible for requests outside of the standard provisions. Note that additional equipment cannot be guaranteed.

PowerPoint Presentations

General guidelines

- Do not clutter a slide with too much text. Keep it simple and to the point
- Text size should not be smaller than 24 point
- Use high contrast text and backgrounds; use plain backgrounds

Special Effects

Special effects should be used sparingly. Presenters wishing to use audio effects should advise the onsite audio visual technical staff. Don't select „random transitions“ in the PowerPoint menu or the audience will notice the effects more than the presentation.

Arrival Times

Please Arrive Early. Please assemble in your **session room at least 15 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.

Set-up

There will be reserved seating for you at the front of the room for the duration of the session. You should sit in these seats, from where you will be called to the lectern in sequence by the Chair.

Language

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

Further information

If you require further assistance, please contact:

Coordinator – Science & Academia
Australian Psychological Society
Email: science@psychology.org.au
Phone: (03) 8662 3300

**We wish presenters all the best with their presentation.
Thank you for your help in making the
47th Annual APS Conference a success**