

Introduction

Thank you for accepting our offer to present at the upcoming Australian Institute of Family Studies Conference, 25 – 27 July 2018 at the Melbourne Convention and Exhibition Centre, Melbourne.

This presenter information page provides you with some assistance and guidance on planning for your presentation.

Conference registration

All presenters must register for the AIFS Conference. Early bird registrations close on **14 May 2018**. If you have not already registered, this can be done online at aifsconference2018.com.au

Presentation audio visual

Speakers' preparation room

The Speakers' preparation room will be set up at the venue for the use of all AIFS Conference presenters. Audio Visual support technicians will be available and computers supplied to allow presenters to preview or make finishing touches to their presentations.

All speakers are required to check in at the Speaker preparation room at least 3 hours before their session. This will ensure their presentation can be opened and loaded onto the conference computer system. All final adjustments can be made at this time and updated files can be resubmitted at this stage.

The Speaker preparation room will be open during the following hours:

Wednesday 25 July:	7.30am – 5.30pm
Thursday 26 July:	7.30am – 5.00pm
Friday 27 July:	7.30am – 4.30pm

Audio-visual equipment

Each session room will be set up with theatre style seating. Lectern, clicker and data projection equipment will be included as standard AV in all session rooms.

Oral presentation format

All users of Macintosh hardware need to ensure before they leave home that the files are compatible with PC hardware. It is expected that presenters will use Microsoft and all computers within the Melbourne Convention and Exhibition Centre use Microsoft software.

Other compatible software includes:

- Windows XP
- Office XP (Word, PowerPoint, Excel, Access, Outlook)
- Windows Media Player
- Quick Time
- WinZip
- Adobe Acrobat
- Flash Player

Please let Jenna Halcro-Dirks (contact information below) know immediately if you use a Mac system.

As presentations will be screening from a computer via a projector, presentations with large file sizes photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.

Be sure to save the multimedia files on the same memory storage device as your presentation. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.

Presentation templates and delivery of presentations should be prepared in wide screen format with a ratio of 16:9.

Speakers should bring their presentations saved on a USB memory stick.

Speakers should go to the **speakers preparation room** at least 3 hours prior to their session commencing to load their presentations.

All presentations will be networked to the presentation rooms; therefore you need to ensure your presentation is loaded prior to your speaking time. **It will not be possible to use your own laptop or USB for your presentation.**

Before uploading your file(s), please rename all files according to this standard (if a folder contains PowerPoint and video files, and/or pictures, they will all need to share the same file name):

Date/Time/Session/Room name/Presenters surname

Meet the session chair

Please be at the appointed session room at least 10 minutes before your session to meet with the session chair and discuss with the chair and fellow presenters how the session will run. You may want to:

- Discuss how and when to distribute handouts (if you have brought them with you)
- Update the chair on your bio if it has changed before your submission
- Learn how to use the AV equipment
- Discuss how Q&A and discussion time will be managed

Guidelines for delivering accessible presentations

Font size and colour

Please use large fonts to ensure all participants can read the presentations on the screen. We recommend:

- Headers at Arial 32 point
- Text Arial 24 Point

Depending on the background colour of your slides, please use an appropriate text colour. We prefer black text, however white text is better suited to some darker backgrounds. The main goal is to obtain contrast between light and dark not between colours.

Background colours should be DARK, i.e. **black**, **dark blue**, very **dark green**, very **dark purples** with LIGHT type or vice versa.

RED should be avoided unless used boldly on a light background. If red is the background, use mainly clear (white) bold type. Thin red lines on graphs or small red printing against dark backgrounds should be avoided at all times. The human eye is unable to focus clearly on red.

Movies or sound files

- If you have movies or sound files in the PowerPoint presentation please embed them and also bring the sound or movie files on the CD in case they are lost on different versions of PowerPoint.
- Advise the speaker's preparation technician that you have movie files immediately upon your arrival at the Melbourne Convention and Exhibition Centre, so that the integrity of the files can be checked on the scientific sessions network.
- Ensure that you have the correct AVI codecs saved with the video/audio file presentation. Speaker's Prep can assist with this & download any missing codec files from the Internet but this takes time, so it is in your best interests to advise the technician that you embedded video files as soon as possible.
- Bring a Backup Copy. CDs can often be corrupted or scratched in transit.
- Fonts. Bring a copy of any unusual fonts you require.

- 3rd Party Software. Bring a copy of any industry specific software that you may require.

To ensure a complete and effective presentation every time here's what to do:

- Create a folder for your presentation.
- Place or copy every file that is used in the presentation in this folder. This will include all pictures, movies, sounds or any files that are used in the presentation.
- Re-create any links so that they access this presentation folder (Insert, Movies and Sounds, From File). Remember to resave the presentation.
- To copy your presentation you should now include the entire folder, complete with all files that it will access via the links. This will ensure your presentation is saved & viewed successfully and as intended.
- Another advantage of this approach is that you have access to the original files such as video clips etc. in the event of PowerPoint problems.

Tips for accessible presentation slides

- **Avoid too much text on each slide.**
- **Use an easy-to-read font face.** Don't use fancy fonts that are difficult to read.
- **Use built-in slide layouts correctly** to ensure that your files have correctly-structured headings and lists, proper reading order, etc.
- **Use good colour contrast.** Avoid poor contrast between background and text. Some people print out slide handouts in black and white, so a strong light/dark contrast is essential.
- **Avoid blank lines.** Instead of creating spacing between paragraphs by inserting blank lines, use the line spacing option to insert space.
- **Avoid complex tables** if possible (e.g. tables with multiple rows of column headers). Consider separating complex tables into multiple single tables.
- **Avoid text boxes.** Do not insert text boxes on blank slides. If built-in slide layouts are available in the presentation software you are using add content to the text boxes contained in the built-in layouts.
- **Provide captions and text transcript for multimedia content.** When presentations contain video or audio content, captions and text transcript must be provided.
- **Avoid slide transitions and text animations.** Don't use transitions between slides and elements in each slide (e.g., bullets in a list flying onto the screen). These can be distracting to users with disabilities.
- **Give each slide a title.** Make sure every slide includes a descriptive title.

Tips for presentation delivery

When preparing and delivering your session, remember the following:

- Use simple language that is clear and direct. Avoid cliché and unnecessary jargon.

- Use multiple communication methods for different learning styles, for example use a mixture of verbal communication and supporting pictures and diagrams.
- Describe pertinent parts of graphics, videos, and other visuals. Describe them to the extent needed to understand the presentation. (You usually do not need to describe decorative images.)
- Discuss displayed text. This does not mean that you have to read the slide exactly as it is, it just means that you discuss the visual information in what you say.
- Make text and important visuals big enough to be read even from the back of the room. This includes graphics on slides, videos, posters, and other non-electronic material.

Kind regards,

Jenna Halcro-Dirks
Project Assistant

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