

CONVENTION SPEAKER GUIDELINES AND INFORMATION

The following information has been provided to inform you of what to expect when presenting at Convention 2014 in November. There are also several action items for you to complete between now and November. Should you have any queries, please email atnac2014@convention.org.au

AUDIO VISUAL REQUIREMENTS

Each room will be equipped with the following standard equipment

- Projector Screen
- Projector
- Lectern and Microphone
- Laptop computer
- Audio PA system
- Remote clicker
- Lapel mic

Technicians will also be available throughout the event to assist with equipment. Additional audio visual requirements may be available subject to requirements. Please email atnac2014@convention.org.au should you have any specific requests for additional equipment. **Any request received onsite during Convention for additional equipment cannot be guaranteed.**

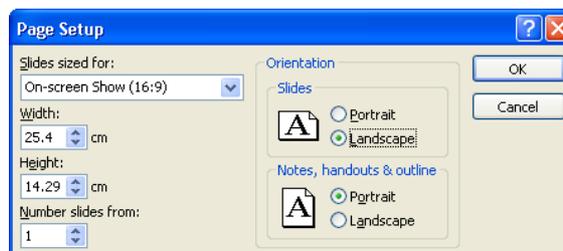
PRESENTATIONS

All show computers will have the ability to run PowerPoint, Keynote and Prezi. In order to ensure the quality of your presentation, please ensure is at an optimal resolution of 1250x720 or 1920x1080 pixels and we ask that all slides are prepared in **16:9 formats**. For any presentations that include video, these should be embedded into the presentation. Please ensure you also bring a copy of this video as a backup when at the Convention.

All **FINAL** presentations should be uploaded to the Convention Box.net account. To do so you will need to email your presentation to upload.ATNAC.bqw4rawsaa@u.box.com

Very import to note: Please ensure your PowerPoint presentations are in 16:9 ratio. To adjust your presentation, please follow these steps:

1. Choose the "Design" Tab then click the "Page Setup" button.
2. In the drop down box, select "On-screen Show (16:9)" – as per the screen shot below
3. You may need to adjust your slide content so that it doesn't appear stretched



All **FINAL** presentations should be received prior to the **01st November 2014** to allow our Technical and Speaker Support team to review prior to you arriving at the Melbourne Convention Centre.

Ensure prior to uploading that you save your files as follows: "Your Name-Conference." (ie. JohnSmith-ATNAC2014FINAL). Please ensure you save the file with the correct spelling and format. For **any large files**, or if you are uploading multiple files, please zip them before uploading. Should you have any updates to your PPT after uploading it, please bring a copy with you on a USB and the Speaker support Team will save the updated version onsite. Should your email system not have the capacity to send large files, a free file transfer system such as WeTransfer www.wetransfer.com. If you are using WeTransfer please email presentation to atnac2014@convention.org.au.

PRESENTATION GUIDELINES FOR SLIDES

We do not expect every speaker to use slides depending on the nature of their presentation. Slides should be used to enhance and give information to the audience and should not be the main source of the presentation. As room sizes vary, we ask that speakers consider the following when preparing their slides to ensure that the audience can clearly see what is on the screen at all times:

- Ensure the text is large enough so that a person sitting at the back of the room can clearly read
- Ensure that colours selected for text and backgrounds are easy to see
- Keep backgrounds simple
- Ensure where possible that images and graphics are high resolution
- Any speakers that are using a custom font will need to send the font with their presentation

SPEAKER TECHNICAL PREPARATION

A speaker preparation appointment will be made for you at a later date and we will advise this to you prior to your arrival at Convention

A technical operator will be available to go through your presentation on a show computer to ensure fonts, screen resolution, and images/videos all appear correctly. Please note that in order to ensure a quick and easy process and preparation session we do require all technical presentations to be received prior to the **1st November 2014** so that they can be reviewed prior. You will have an opportunity to provide a final version during your speaker preparation time if required.

Please note that failure to arrive at the designated time may result in a forfeit of time with a technician prior to your presentation. Please allow enough time to ensure you have registered for the Convention at the registration desk in the Melbourne Convention Centre foyer prior to your appointment.

WHAT TO WEAR

As we will be filming, we ask that you take the below in consideration when selecting your outfit as certain elements can be distracting on camera.

- No checks or stripes
- No all white clothing as this can tend to appear flat on camera
- No all black clothing as this will tend to make you blend into the background
- For females no long or dangling earrings as these can click against the head mounted microphones.

All speakers will be wearing a battery pack and it is suggested that you have a belt or a defined waistline that our technicians can attach the pack to.