



BRIEFING NOTES FOR PRESENTERS

The Conference Organising Committee welcomes your contribution to the VOTA 2007 Conference to be held at The Sebel Albert Park, Melbourne, 28 – 30th November 2007.

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 these briefing notes ahead of time** to ensure your presentation is successful.

GENERAL INFORMATION

Presenters will need to register at the registration desk when they first arrive at the Conference to collect their name badge and other related materials.

TIME ALLOTTED

Please check the Conference Program to confirm your session time and the time allocated for your presentation.

In the interests of fairness, please ensure that you keep to your allotted time frame.

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 make sure it takes no longer than your allotted time.

At the conclusion of all the presentations in your session, the Chair will invite presenters to take questions from the floor for the duration of the question time allowed within the Conference program.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every room at the Conference:

- One Data Projector
- One PC Compatible computer
- Lectern and Microphone

A technician will be available in every session to handle any problems that may arise.

POWERPOINT PRESENTATIONS

PowerPoint presentations to accompany your talk must be emailed to our audio visual technicians **Staging Connections** at vota2007@stagingconnections.com.

If you have any questions in regards to this process please contact Staging Connections directly.

SPEAKER PROCEDURES

- Please be in your allocated session room **no later than 10 minutes before** the start of your session to meet the Chair and check in with the A/V technician.
- The PC computer will be on a side table next to the lectern. If you are not familiar with this equipment, visit your session room early for assistance well ahead of your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- The Chair will invite questions from the floor (or pose their own question to get the ball rolling) and conclude within the allotted time.

SET-UP

A head table will be set-up beside the stage for the Chair. Presenters should sit at the front of the audience from where they will be called to the lectern in sequence by the Chair.

FURTHER ASSISTANCE

If you require further assistance, please contact the Conference Managers, The Meeting Planners at:

Email: vota2007@meetingplanners.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

Thank you for your help in making the VOTA 2007 Conference a success.