

ORAL PRESENTATION ADVICE

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 the following instructions to ensure your oral presentation is successful.

REGISTRATION DETAILS

All speakers are required to register for the Conference by Wednesday 29 April 2009. To register please visit www.geomorphology2009.com and complete the 'Author Registration' form. To access your registration please use your personal access key as shown on your acceptance letter.

GENERAL INFORMATION

Once you arrive at the new Melbourne Convention and Exhibition Centre, South Wharf Melbourne. You will need to register at the registration desk to collect their name badge and Conference materials. The registration desk will be located in the Level 1 Foyer of the Melbourne Convention and Exhibition Centre.

TIME ALLOTTED

The session time allocated to you as outlined in your confirmation letter is inclusive of Question and Answer time and any comments from the Chairperson. Please ensure that you keep to your allotted time frame. The Chairperson will time your presentation and provide you with a warning at 10 minutes and then stop your presentation at 15 minutes. Please note that there are 7 concurrent sessions within the program so it is important that your allocated times are adhered to.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room will be located in **Speakers Room 101 on Level 1 of the Melbourne Convention and Exhibition Centre**. This room will be operational at the following times: You must visit the speaker preparation room at least 24 hours prior to your session start.

Monday 6 July 2009	1400 – 1800	Thursday 9 July 2009	Closed (due to field trips)
Tuesday 7 July 2009	0730 – 1745	Friday 10 July 2009	0800 – 1745
Wednesday 8 July 2009	0800 - 1745	Saturday 11 July 2009	0800 – 1400

AUDIO VISUAL

The following audio visual equipment will be in every room at the Conference:

- One Data Projector
- One PC Compatible computer
Should your presentation be in a MAC format we suggest that you convert this to a PC format. If this is not possible you will need to provide your own MAC laptop with a VGA dongle.
- Lectern and Microphone

We advise you to bring your presentation on either a CD or USB Memory Stick. Otherwise, you may bring your own PC Compatible laptop and the onsite technicians will be able to copy your file for you.

Overhead and Slide Projection will not be available

SPEAKER PROCEDURES

There will be an audio-visual operator in constant attendance within the venue. The following is a brief explanation of the audio-visual procedure involved in your presentation.

- Please be in your allocated session room 10 minutes before the start of your session to meet with your chairperson and check in with the 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 or go to the Speaker Preparation Room for assistance prior to your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a problem, the operator will attend to it. The problem will be fixed as quickly as possible; while this is being done you should continue with your presentation.
- A Chairperson will time your presentation. Please ensure that you keep to the program timetable.

LANGUAGE

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

We wish speakers all the best with their presentation. For further details or assistance please contact the Conference Managers.