

ACSWO7 — Information for Speakers

Language

The presenting language of ACSW 2007 is English.

Checking in

Speakers are requested to register at least 2 hours (or as soon as desk opens in the morning) before their session at the registration desk, so that arrangements can be made to cover absences.

Setting up

You must arrive at the room (in which you will deliver your talk) 15 minutes before the commencement of the session. This allows the Session Chair to confirm your attendance, and allow you to introduce yourself to him/her and familiarise yourself with the venue prior to your talk.

Please bring with you a single paragraph summary, including your name (as you would like to be introduced), affiliation and research interests (maximum 100 words), which the Session Chair can use to introduce you.

During these 15 minutes, you should copy your talk to the presentation computer. If you plan to use your own equipment, you should set it up within this 15 minutes, since there is very little time between presentations. If you have requested optional equipment, ensure that it is in the room. Make sure you know how the audio system works in the room, and whether you will be heard if you roam.

Timing

Please check the program for the exact time of your session and where your paper falls within the session. Please keep strictly to the time guidelines. The Session Chair will be instructed to ensure that you do not over-run the time allocated.

Keynote Speaker

The keynote presentations will be for 75 minutes. This will be followed by 10 minutes of questions/discussion.

Invited Speaker

The invited speaker presentations will be for 45 minutes. This will be followed by 10 minutes of questions/discussion.

Full Paper

Full paper presentations will be for 20 minutes. This will be followed by 5 minutes of questions/discussion. After each presentation, there will be a 5 minute break, to allow the audience to move between sessions.

Handling Questions

After each presentation, there is a short amount of time for questions. The Session Chair will control the questions in question time, and keep to schedule. To ensure that the audience has heard the question, please repeat the question if the questioner does not use a microphone.

Equipment

You can bring your own presentation equipment, e.g. laptop or PDA, but we cannot guarantee that it will work with the projector, other equipment or the internet.

The following presentation equipment and software will be available for your use:

- Computer with Windows XP and remote mouse, containing
 - Browsers: Internet Explorer and Firefox
 - MS Office XP which includes PowerPoint XP
 - Adobe Acrobat Reader (PDF creator or Adobe Writer may be available)
- Screen
- Data projector
- Overhead Projector (OHP)
- Whiteboard plus pens
- Laser pointer

In addition to the above, the following will be available in the Caro Theatre and the Studio Theatre:

- Large screen
- Lectern with microphone and speakers
- Lapel microphone
- Aisle microphones for use by audience during question-time

Please note: There are no slide projectors. Internet access may be available, but **cannot be guaranteed**. You must have a back-up plan if internet access fails.

You should bring a copy of your file on a CD or a USB memory-stick¹. We cannot read zip disks or floppies at the conference site.

If you require any other facilities, please send an email to: p.manyem@ballarat.edu.au

¹Also known as a flash-drive or a thumb-drive.