



## BRIEFING NOTES FOR ORAL PAPER PRESENTERS

The Organising Committee welcomes your contribution to Saferoads 2008. In order to ensure 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 the Conference.**

### REGISTRATION DETAILS

All presenters are required to register for the Conference. If you have not already done so, please visit <http://www.saferoadsconference.com> and complete the registration form.

### GENERAL INFORMATION

Please visit the registration desk when you first arrive at the Conference to collect your name badge and other related materials. From there you will be directed straight to the Speaker Preparation Room where you will need to check in with the audio visual technicians.

### SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located in Boardroom 1 on Level 1 of the Hilton on the Park Melbourne and will operate at similar times to the registration desk. The room will be open during the following times:

Tuesday 30 September	0730 – 1630
Wednesday 1 October	0800 – 1600

### SESSION DETAILS - CHECK AHEAD

Please visit the Conference website well ahead of time to confirm details of your session within the Conference program.

The program is subject to change so please ensure you check any changes on the 'program changes' board on site.

### TIME ALLOTTED

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

In the interest of fairness, please ensure that you keep to your allotted time frame of **15 minutes.**

The Chair will time your presentation and provide you with a warning at **5 minutes** remaining (i.e. 10 minutes into your presentation) 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.

**20 minutes will be allocated to Q&A** at the end of the session for all presentations.

### AUDIO VISUAL EQUIPMENT

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

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

**Overhead and Slide Projection will not be available.**

If you have any other multimedia requirements please contact The Meeting Planners.

## **SESSION VENUE – ARRIVE EARLY**

Please assemble in your **Session Room at least 10 minutes prior** to the start of the session. This will allow time for the Chairs to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

You are requested to stay for the duration of the session to answer any questions at the end.

## **POWERPOINT PRESENTATIONS**

We request PowerPoint presentations to accompany your talk to be emailed prior to the Conference to technical services at **Staging Connections**, [saferoads2008@stagingconnections.com](mailto:saferoads2008@stagingconnections.com)

You may wish to provide your PowerPoint presentation on site. If so, please ensure you visit the Speaker Preparation Room **at least 1 hour** prior to the start of your session.

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

Should your presentation be Mac-compatible only, we ask that you provide your own laptop. Please visit the Speaker Preparation Room at 1 hour to the start your session to check the set-up with Staging Connections.

## **SPEAKER PROCEDURES**

- 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 the problem and it will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- The Chair will time your presentation and give you a warning when you have 5 minutes remaining and when time is up.

## **SET-UP**

There will be reserved seating for you at the front of the room for the duration of the session. You should sit at these seats where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

## **LANGUAGE**

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

## **FURTHER ASSISTANCE**

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

**Email:** [saferoads2008@meetingplanners.com.au](mailto:saferoads2008@meetingplanners.com.au)

**Phone:** +61 3 9417 0888

**Fax:** +61 3 9417 0899

**Thank you for your help in making  
Saferoads 2008 a success.**