

## SPEAKER BRIEFING NOTES

43<sup>rd</sup> Australian Association of Gerontology National Conference  
'Islands of Ageing: Building bridges for people, policy and practice'  
17<sup>th</sup> – 19<sup>th</sup> November 2010  
Hotel Grand Chancellor, Hobart, Tasmania

### SUMMARY CHECKLIST

1. Speaker Registration Deadline extended to Friday 24<sup>th</sup> September 2010
2. Submit PowerPoint Presentation by Friday 12<sup>th</sup> November 2010

### POWERPOINT PRESENTATION

All PowerPoint presentations **MUST** be submitted to the Conference Managers by Friday 12<sup>th</sup> November.

If your PowerPoint presentation file size is less than 8MB, please email to [jayne@eastcoastconferences.com.au](mailto:jayne@eastcoastconferences.com.au). If your PowerPoint presentation is too large to email, please burn to a CD-Rom and post to: East Coast Conferences, PO Box 848, Coffs Harbour, NSW, 2450.

### SPEAKER PROCEDURES AT CONFERENCE

There will be an AV operator in constant attendance within the Hotel Grand Chancellor, Hobart. Following is a brief explanation of the audio visual procedure involved in your presentation.

- On arrival please register at the Conference to ensure your presentation and audio visual requirements have been met and confirm any unforeseen changes at least **one hour** before you are to present. If for any reason you are unable to meet this requirement please discuss an alternative arrangement with the Conference Managers.
- Make your way to the room where you are presenting to meet with the chairperson and other speakers at least **10 minutes** prior to the start of your session.
- The laptop will be located on the side table next to the lectern. If you are not familiar with this equipment, visit the room early or speak to the Technician for assistance.
- Microphones will be on all the time. There is no need to switch them on. In the unlikely event of a problem, the Technician will attend to it. The problem will be fixed as fast as possible. While this is being done you should continue with your presentation.
- Your presentation will be timed by a chairperson. **Please ensure that you keep to the program timetable and do not exceed the allotted time for your presentation.**

### VISUAL PRESENTATION

For the benefit of those unaccustomed to presenting we offer the following tips to assist in making your visuals effective:

- Keep it simple – use the slide as reinforcement to your speech.
- Remember that your audience will primarily be interested in hearing you discuss your findings, outcomes and/or central argument. Keep time spent on background and methodology to a minimum.
- Use **only** the number of slides necessary to deliver your presentation within your allocated timeslot. Ensure you time your presentation, and if necessary, adjust the number of slides accordingly. As a rule of thumb, allow 1 ½ to 2 minutes talking per slide, which generally means a **maximum of 10-12 slides for a 15 minute presentation.**
- Keep bullet points down to a maximum of 5 per slide. Any more and the type is too small to read.
- Use upper and lower case to achieve maximum legibility.
- Use colour effectively – a few bright simple colours on a dark background 'lift' the style of your presentation.
- Avoid background sounds as these can often distract rather than enhance the presentation.