Oral Presentation Guidelines

The Australasian Exploration Geoscience Conference Organising Committee welcomes your contribution to the AEGC 2023 Conference.

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 guidelines ahead of time** to ensure your presentation is successful.

Registration Details

Prior to the Conference
All presenters are required to register and pay for the Conference. If you have not done so already, please visit https://2023.aegc.com.au/registration/ and complete the registration form.

Onsite at the Conference
Please visit the registration desk when you first arrive at the Conference and collect your name badge and other related materials. From there you will be directed to the Speaker Preparation Room to check in with the audio-visual technicians located at the M10 Speaker Presentation Centre on the Mezzanine Level of BCEC.

If you have any queries regarding the program or your presentation, please visit the registration desk located in the Great Hall Registration Desk of the Brisbane Conference and Exhibition Centre (BCEC). The desk will operate during the following times:

Monday 13 March 2023............... 0730 - 1730
Tuesday 14 March 2023............... 0730 - 1830
Wednesday 15 March 2023......... 0700 - 1730
Thursday 16 March 2023 .... 0730 - 1730
Friday 17 March 2023................... 0730 - 1730
Saturday 18 March 2023.............. 0730 - 1530

PowerPoint Presentations

Presenters are required to bring their presentation on a USB to the Meeting and to visit the speaker preparation room **at least 4 hours prior** to the allocated presentation time. This is to ensure your presentation is uploaded and tested.

If you are one of the first speakers opening for the day, please send your presentation slides to the abstract portal **at least the day prior** to the commencement of the session.

Presentations must be completed in Microsoft PowerPoint. Should your presentation be in Mac format, it is imperative that this be converted to PC format prior to arrival at the Conference.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:
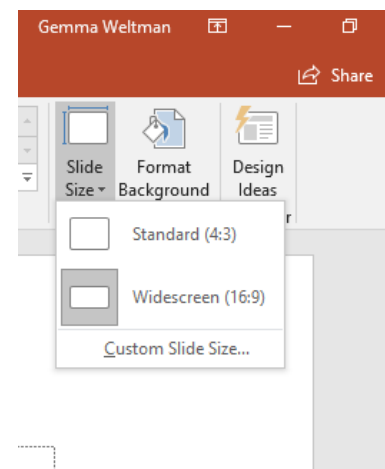
1. In PowerPoint 2013/2016 choose the "design tab" then click on the "slide size" button.
2. In the drop-down box, select "Widescreen (16:9)".

You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

Embed Your Fonts

We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

To embed your font into your PowerPoint presentation:
1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right-hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that *'Embed fonts in the file'* and *'Embed all characters'* are both selected.
4. Click 'Okay' and then save the presentation.

Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

For a step-by-step video on how to embed your fonts, please click here.
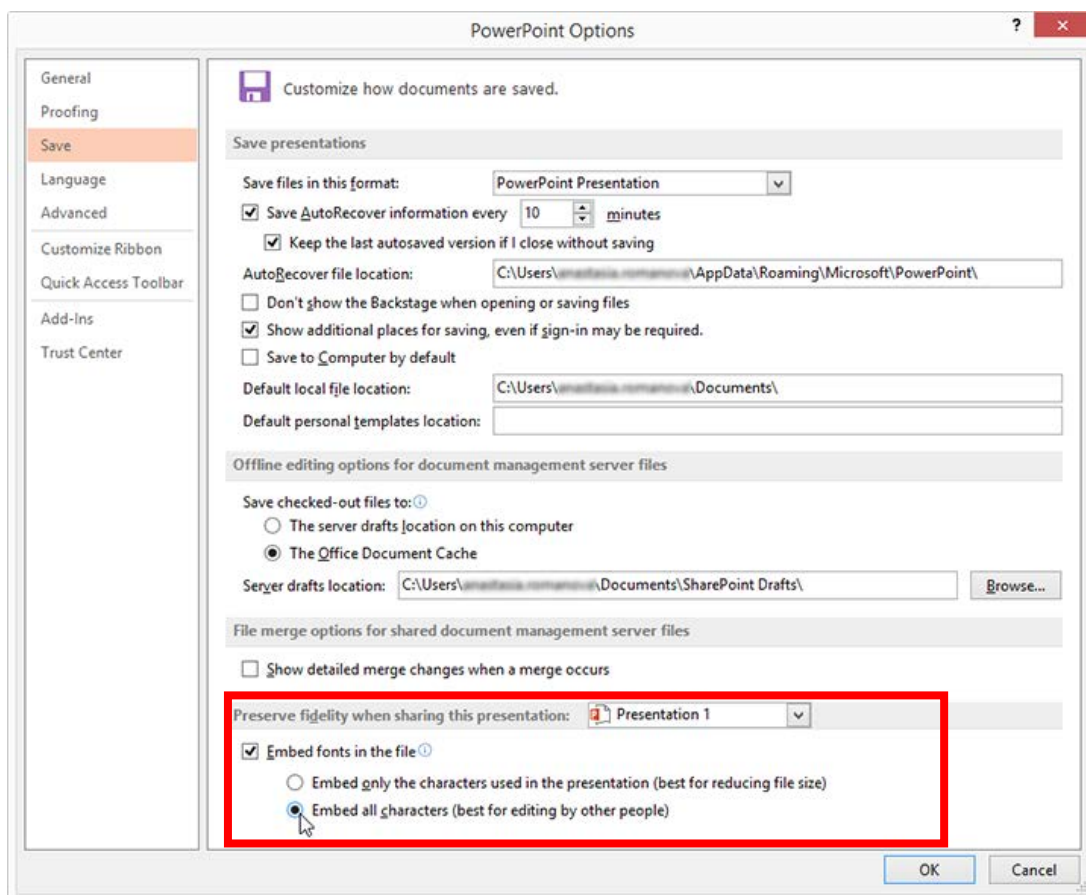
Speaker Preparation Room

The Speaker Preparation Room is located at the venue's dedicated M10 Speaker Presentation Centre on the Mezzanine Level of BCEC.

The Speaker Preparation Room will be open during the following times:

Tuesday 14 March 2023............... 1200 - 1730
Wednesday 15 March 2023......... 0700 - 1730
Thursday 16 March 2023 .... 0800 - 1730
Friday 17 March 2023 .... 0800 - 1600

Please note, these times are estimates and are subject to change closer to the Conference.

At the Speaker Preparation Room, you will be able to prepare for your presentation, make final changes to your presentation on available computer stations, be able to view how the presentation area will be set up and receive demonstrations on use of the equipment.

All oral speakers are asked to load/check their presentation **at least 4 hours prior** to their session commencing to ensure the presentation is checked and tested.

Audio Visual Equipment

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

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Microphone and lectern

Internet access will be available from the presentation computer. Please have all your videos and fonts embedded into your presentation.

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. We will try to accommodate requests, however this cannot be guaranteed.

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

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 the Conference App.

Time Allocation

The session time allocated is 20 minutes and is inclusive of **15 minutes presentation time followed by 5 minutes Question and Answer time** and any comments from the Chairperson. Please ensure that you keep to your allotted time frame. Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to.

Your Chair will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, please keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

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 your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

Speaker Procedures

- Your presentation will be available via the electronic lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.

Session Room Set Up

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

Should you have any additional needs or physical disabilities, please advise as soon as possible so that appropriate arrangements can be made.

Awards

The announcement of award recipients will take place during the closing of the Conference on Friday 17 March 2023 from 1500 in the Great Hall Q4.

Language

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

If you require further assistance, please contact the Conference Managers at:
Email: aegc@arinex.com.au **Phone:** +61 7 3226 2800

Thank you for your help in making the Australasian Exploration Geoscience Conference a success!