

## BRIEFING NOTES FOR ORAL PRESENTERS

The Organising Committee welcomes your contribution to the 9<sup>th</sup> Industrial and Organisational Psychology 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 briefing notes ahead of the Conference.**

### 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's preparation room where you will need to check in with the audio visual technicians who will require your presentation.

### Registration and Session Details

Please visit the conference website prior to the conference to register and confirm details of your session in the program. If your paper has been accepted for a presentation of any kind, you **must be registered before Monday May 9, 2011** to be included in the final program.

### Time Allocated for Presentation

Presenters should arrive at the room at least 15 minutes before the session begins to meet with the session Convener/Chair and to check equipment requested.

- **Individual Paper Sessions** - Each paper has been allocated 20 minutes for delivery inclusive of 5 minutes for questions/discussions.
- **How to Sessions** – Each session has been allocation 45 minutes for delivery.
- **Symposia and Practice Forums** - the total duration of a symposium or practice forum should not exceed 90 minutes, including presentation of all papers, questions and discussions. Conveners should advise each presenter regarding the timing of their presentation.

The program is subject to change, therefore please ensure you check any changes on the "program changes" board on site which will have an up to date program.

***In the interests of fairness please ensure that you keep to your allotted time frame. Should a speaker extend beyond their time allocation, the Convener/Chair has been instructed to interrupt, regardless of the stage of the presentation. It is essential that presenters keep to time across the entire program to ensure equity for all and to allow delegates to plan the sessions they wish to attend.***

The Chair will time your presentation and provide you with a warning at 2 minutes remaining and at time up. You may like to rehearse your presentation with slides in advance to ensure that it takes no longer than your allotted time.

## PowerPoint Presentations

### *General guidelines*

- Do not clutter a slide with too much text. Keep it simple and to the point
- Text size should not be smaller than 24 point
- Use high contrast text and backgrounds; use plain backgrounds

### **Special Effects**

Use sparingly. Presenters wishing to use audio effects should advise onsite audio visual technical staff. Don't select 'random transitions' in the PowerPoint menu or the audience will notice the effects more than the presentation. Those planning to embed a video into their PowerPoint presentation or to use any form of non-standard proprietary software should discuss their plans with the onsite Audio visual technical staff.

If you have any questions in regards to this process, please contact [conference@psychology.org.au](mailto:conference@psychology.org.au)

## Speaker Presentations

We request PowerPoint presentations to accompany your talk be loaded onto the central system prior to your presentation. Please ensure that you provide this to the technicians in the speakers preparation room at least 4 hours prior to the commencement of your session. This room will be clearly labeled or ask for directions at the registration desk on site. If your session is on the first day please supply your presentation the day prior if possible or at least by 7.30am on the morning of your session.

## Audio Visual Equipment

You will be provided with the following audio visual equipment in the session room:

- One data projector and screen
- One PC compatible computer
- Lectern and microphone
- Microphones will be on all the time. There is no need to switch them on.
- **Note: Overhead and slide projection will not be available.**

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. **Please note: AV equipment outside the above cannot be provided unless it was requested via the online submission form or prior to the conference.**

## Arrival Times

**Please Arrive Early.** Please assemble in your **session room at least 15 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.

## Set-up

There will be reserved seating for you at the front of the room for the duration of the session. You should sit in these seats, from 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 information

If you require further assistance, please contact:

Vicky Mrowinski

IOP2011 Program Coordinator

Australian Psychological Society

Email: [iop2011program@psychology.org.au](mailto:iop2011program@psychology.org.au) Web: [www.iopconference.com.au](http://www.iopconference.com.au)

Phone: +61 3 8662 3300

**We wish presenters all the best with their presentation  
Thank you for your help in making the  
9<sup>th</sup> Industrial and Organisational Psychology conference a success**