



13th Australia New Zealand Conference on Geomechanics in 2019
1-3 April 2019
Perth Convention and Exhibition Centre
www.geomechanics2019.com.au

GUIDELINES FOR 15 MINUTE ORAL PRESENTATIONS

The **13th Australia New Zealand Conference on Geomechanics 2019** Organising Committee welcomes your contribution to the 2019 Conference.

In order to ensure that 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. Please refer to your acceptance letter email for instructions on how to register as a speaker.

Onsite at the Conference

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

The **registration desk** will be located in the BelleVue Ballroom Foyer of the Convention Centre.

We encourage you to register as early as possible to allow for easy access to the opening of the Conference. **Please bring your confirmation letter with the barcode on it.** You will need to provide this (either a printed copy or on your mobile device) at the registration desk for your name badge to be provided. Your barcode will be sent in a separate email during the week prior to the Conference.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room will be located **in Meeting Room 12, in the Convention Centre.** Please refer to the venue map in the Conference program book for the exact location.

All speakers are asked to load/check their presentation **at least 2 hours prior** to their scheduled session time and preferably the day before to ensure their presentation is uploaded, checked and tested. You will be briefed on use of the system when you meet with the audio visual technicians in the Speaker Preparation Room.

PROGRAM ENQUIRES

If you have any questions regarding the program or your oral presentation, please visit the registration desk or see one of the Arinex staff members.

AUDIO VISUAL EQUIPMENT

The following audio visual equipment will be in every session room at the Conference:

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



- Microphone attached to the lectern
- Internet access will be available from the presentation computer

Laser pointers will be provided

Should you require additional equipment it is essential that you contact the Conference Managers as soon as possible 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 ANZ Geomechanics program page for the most up to date program.

TIME ALLOCATION

Individual oral presentations are allocated 15 minutes (12 minutes for your presentation and 3 minutes for question and answer time). In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The Chair will time your presentation and provide you with a warning when **2 minutes** are remaining for your 12 minute presentation time and again 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 and times. The same policy applies if the session or a speaker 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 the Chair to liaise with the speakers, explain the seating allocation and arrangements for questions/discussion following the conclusion of your presentation.

PRESENTATIONS

Types of presentations allowed:

- PowerPoint format (16:9 .PPT/.PPTX) only and video will be accepted and must be embedded into the .PPT or .PPTX file. Any video included must be viewable within your presentation time if this is part of your presentation. Please follow the links below for additional help with embedding your video into your PowerPoint presentation:
 - [Preview video in full screen](#)
 - [Auto play video](#)
- PDF Presentation format (16:9)
- Online Presentations such as: Prezi, Sway (URL shared with view permission to anyone)

Speakers are strongly encouraged to upload their presentations via the speakers' portal located in the same portal you used to submit your abstract:

<https://anzgeomechanic-c10000.eorganiser.com.au/index.php?r=site/login>

If you wish to upload your presentation via the speakers' portal you will need to do so before 9 March 2019 and by 5pm AWST. After this date you will need to upload your presentation in the Speaker Preparation Room at the Conference.



Please note: If your presentation is larger than 500MB, please bring your presentation on a USB Memory Stick to the Conference instead of uploading it to the speakers' portal.

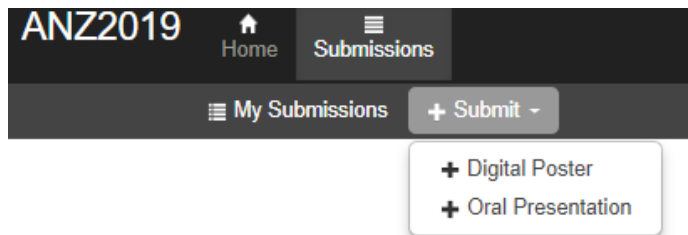
Please follow the below steps to upload your presentation to the speakers' portal

Log into the speakers' portal using your author login details: <https://anzgeomechanics10000.eorganiser.com.au/index.php?r=site/login>

1. From the home screen select the green button "Submit Presentation".



Alternatively, you can click on "Submissions" near the top of the screen and then select "+ Submit" and "+ Oral Presentation" as per the screenshot below:



2. Select your abstract (from the drop down) that has been accepted as an oral presentation and click the "Submit Oral Presentation" button.

My Submissions



3. Upload your presentation in .PPT, .PPTX or PDF format. Please note that we cannot accept MAC presentations. Should your presentation be in MAC format, it is imperative that this be converted to .PPT or .PPTX format. If your presentation is an online presentation such as Prezi or Sway, please select 'Online Presentation' instead of 'File' and enter your presentation URL.
4. Select whether you give permission for audio/video recording during your presentation and whether you give permission for your presentation to be used post-conference in PDF format.
5. When you are ready to submit your presentation, select the green "Submit" button at the bottom of the screen.
6. Once your presentation has been submitted a note will appear near the top of the screen which states "Thank you for submitting your presentation. This will be made available at the Conference". On the "Presentation" tab the status will now be listed as "Submitted". You will also receive a presentation submission confirmation email.

Please note: Standard PowerPoint and PDF Presentations need to be adjusted to fit the projector to avoid black edges on slides. Please ensure your PowerPoint or PDF Presentation is in 16:9 and **not** 4:3. To adjust your presentation in PowerPoint, please [click here](#) to follow these steps.

If you upload your presentation via the speakers' portal, you are still required to visit the Speaker Preparation Room at least 2 hours prior to your session commencing to check your presentation and receive further information if applicable.



If you have any questions please email these directly to anzgeomechanics2019@arinex.com.au.

If you do not have PowerPoint installed

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

- Please [click here](#) to download OpenOffice.
- Please [click here](#) for further information on using OpenOffice.

SPEAKER PROCEDURES

- Your presentation will be available via the laptop at the lectern. If you are not familiar with this equipment, visit your session room early or ask at 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 to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- Keep track of time.

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 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.**

Thank you for your help in making the 13th Australia New Zealand Conference on Geomechanics in 2019 a success.

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